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# Example of Program Senior Analyst Job Description

Our innovative and growing company is searching for experienced candidates for the position of program senior analyst. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for program senior analyst

* Manage and coordinate program schedules that support meeting our customer’s goals and expectations
* Support their respective programs by closely working with the Program / Project Manager(s) and other key program personnel on schedule requirements
* Generate schedules capable of tracking overall requirements of the project, such as design, procurement, manufacturing and testing
* Work with project manager to integrate project cost with scheduled activity
* Perform analysis of schedule critical paths, proactive identification of schedule / cost variances, evaluation of program variance impacts, and implementation of corrective action plans
* Support project proposal development including schedule creation and cash flow analysis
* Assist with budget formulation, and budget execution
* Assist with managing an organizational Requirements Management Process
* Assist with tracking technical, cost, and schedule status
* Assist with monthly Risk Issue and Opportunity updates

## Qualifications for program senior analyst

* Experience preparing SOWs for technical and administrative contractor support
* DoD, and/or service program acquisition, Congressional, and/or financial reviews
* Working knowledge and operational skills with COMSEC
* BS degree in a science or engineering field preferred
* BA or BS degree or 5 years of experience with program analysis or system engineering lieu of a Bachelor’s degree
* MS or MA degree in a Business, Management or another business-related discipline and 10 years of experience