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# Example of Staff Program Job Description

Our growing company is hiring for a staff program. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for staff program

* Coordinates the efforts of others whose assignment is a portion of, or related to, assigned programs in order to maximize adherence to program schedules
* Report on progress, follow up actively, be able to influence
* Manage program core teams in the development of program plans which include resource needs, scope, budget and quality targets
* Creates and manages the project schedule, including identification of keys tasks and formulation of timelines with durations, dependencies, critical path, and milestones
* Collaborate cross-functionally to create, execute and communicate overall project plans (scope, schedule, staffing plans, quality, risk management, budget, and procurement) and revise them appropriately to meet changing needs and requirements
* Schedule and lead phase gate reviews with an executive approval committee
* Identify and resolve or escalate program issues, facilitate tradeoff decisions, and remove obstacles
* Ensure our product development efforts adhere to the product development process and design control standards
* Collaborate with multiple teams to clearly identify, explain, and communicate their project involvement, project goals, expectations, tasks, and timelines
* Own the program schedule, task assignments, and manage schedule progress - from large phases through to detailed tasks, including understanding and managing dependencies

## Qualifications for staff program

* Work in a totally collaborative way with the program manager
* A minimum of 2 years administrative experience working in a face paced, patient focused environment
* High school diploma or GED and Experience working with summer camps
* Former Academy students
* 3-5 years of directly related administrative experience required
* Semiconductor industry experience is a plus