



Example of Administrative & Program Specialist Job Description

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Our company is looking for an administrative & program specialist. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for administrative & program specialist

- Relieves the Director of administrative details
- Performs or oversees administrative support activities
- Assists the Director in monitoring balances for University and LSU Foundation accounts for the School, independently making projections of expenditures and account balances
- Establish and maintain procedures and controls around the business unit's software management tool
- Responsible for file and data migration and maintenance of all contracts within the digital environment
- Designated architect of file structure adherent to industry and state guidelines
- Responsible for identifying business flow improvement to optimize speed and efficiency of getting work product out to transaction stakeholders
- Maintains general oversight of programs and special events
- Plans, develops, and implements complex and comprehensive activities and programs directly related to engage students in and the use of the UU
- Develops an annual year/monthly calendar of events that will occur in the UU to engage students with the facility

Qualifications for administrative & program specialist

- Manages all administrative aspects of program development from start to finish, including program proposals/approvals, supplies, advertising,

- Provides regular benchmark statistics, analysis, and reporting on marketing outreach, activities, and program participation as needed
- Develops ongoing evaluation process for programs and activities and make regular reports on activities to the Programming Council
- Develops liaison relationships with other University departments to coordinate efforts where appropriate
- Serves on University committees as appropriate