Our growing company is looking for an administrative & program specialist. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for administrative & program specialist

- Recommend new strategies to develop and implement processes that will improve workflow integration between the Program Support unit, other extension units, off campus sites, and campus departments
- Consult with the Director(s) of Programs and other program developers concerning workflow issues, and make recommendations
- Maintain and implement a specific portfolio of programs
- Coordinate the tasks necessary to implement the unit's programs and related activities
- Schedule and attend (as necessary) Informational Meetings for programs
- Oversee and assist staff as necessary on programs outside their own portfolio
- Oversee the process to create (quarter, semester,) course schedules
- Work closely with operations and marketing staff to coordinate efforts
- Utilize campus procedures to create and track program proposals (curriculog)
- Liaison with academic departments to move program approvals through the system

Qualifications for administrative & program specialist

- Must have strong ability to evaluate programs and activities and implement improvements
- Must be able to provide leadership and vision to students planning events

- Must have excellent delegation skills and the ability to lead and train both student staff and volunteers
- The position also requires a strong commitment to student development practices
- Requires excellent attention to detail, strong organizational skills, and excellent oral and written communication skills
- Must have a strong understanding of customer service and building relationships with key campus and community stakeholders