



# Example of Administrative & Program Specialist Job Description

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Our company is growing rapidly and is looking to fill the role of administrative & program specialist. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for administrative & program specialist

- Reviews and evaluates completed staff actions ensuring overall document quality, appropriate levels of coordination, consistency, logic, soundness of recommendations, and compliance with policy
- Analyzes and formulates system concepts and requirements and evaluates output of system components to ensure objectives are met
- Provides direct leadership, oversight, and management to an administrative support staff
- Provides general office clerical support
- Providing administrative support for a program of activities that meets the needs of all eligible clientele regardless of race, color, national origin, age, sex, disability, religion or veteran status
- Performing specialized duties according to program guidance and University established practices, which may include compiling data, data analysis, spreadsheet management, document preparation, grant proposal preparation, monitor post-award sponsored programs and reconcile monthly ledgers
- Working with the UT budget coordinator and subcontractors related to the financial administration of the program according to Office of Management and Budget (OMB) Uniform Guidance
- Maintaining necessary correspondence with program personnel and subcontractors

- Travel and meetings coordination for program personnel

### **Qualifications for administrative & program specialist**

- Ability to establish and maintain cooperative working relationships with CSU staff, faculty, administrators, student organizations, both private and public agencies, including the US government
- Ability to assess timelines and establish appropriate deadlines within the constraints of the University registration calendar
- Ability to fill in for staff to assist or complete their work, if needed
- Ability to work in a diverse environment, with employees of other University departments and colleges
- Equivalent of two years of professional experience in program support or a related field including three or more years of progressive office experience and two or more years of customer service experience
- Extensive skill and ability in complex comprehensive policy analysis and related research, program