



## Example of Program Operations Specialist Job Description

Powered by [www.VelvetJobs.com](http://www.VelvetJobs.com)

Our growing company is looking to fill the role of program operations specialist. To join our growing team, please review the list of responsibilities and qualifications.

### Responsibilities for program operations specialist

- Arrange and administer all STARS-related travel
- Participate in activity-planning, development/advancement efforts, and proposal writing
- Serve as the primary initial contact for the STARS program
- As needed, assist advisors and Director in planning, organizing, and executing STARS student activities, including transition week, Advising & Orientation, seminar events, industry visits
- Assist director and advisors in gathering data and evaluating and reporting on student program participation and academic performance
- Update and maintain STARS public relations materials such as the STARS application, admissions materials, and STARS brochure/2-pager
- Work collaboratively with advisors and EAC assistant director on setting quarterly workshop and course schedules
- Create, update and maintain STARS PowerPoint presentations to be used for advisory board meetings and recruitment
- As necessary, coordinate speakers, invitations, conference calls, venues, catering, lodging, travel, parking passes, assembling materials, handouts and technology
- Attend STARS and Diversity & Access team meetings and other meetings as directed, prepare meeting minutes and take notes as needed

### Qualifications for program operations specialist

- Arrange travel, lodging and reimbursements for STARS program personnel and guest speakers
- Work with instructors to plan, organize and coordinate TA hiring and training and quarterly scheduling (including coordinating hiring process and paperwork)
- Field questions from instructors, advisor, TAs, and students, including appointments and other requests (including monthly tracking and reporting to director of staff and TA leave requests)
- Work closely with EAC Assistant Director, Diversity & Access Team and WSOS to recruit and encourage students to take EAC workshops
- Must have the intellect, temperament, and flexibility to work effectively in a fast-paced environment with high expectations for excellence