



Example of Program Operations Specialist Job Description

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Our company is growing rapidly and is looking for a program operations 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 program operations specialist

- Provide guidance to administrators on faculty appointment policies and procedures
- Assist in developing and implementing policy and procedures associated with self-direction
- Assist in developing self-direction training curriculums, implementing policies related to training, preparing training materials, and presenting training materials
- Other duties as assigned by the Chair or Administrator
- Other duties within the Department when approved by the Chair or Administrator
- Collaborate with UW Emergency Management (UWEM) to prepare for emergencies, including risk mitigation, recovery plan, hazard identification, and threat analysis
- Provide consultation for general sanitation and safety to all UW units, including child care facilities
- As requested, provide training on public health topics to UW units
- Other duties, as assigned by the supervisor and EH&S director
- Updating and maintaining ADVANCE public relations materials such as the ADVANCE overview presentation and ADVANCE 2-pager

Qualifications for program operations specialist

- Must possess superior organization, planning, coordination, and multi-tasking skills and show the ability to manage, prioritize, and reprioritize concurrent projects in an environment with frequent interruptions
- Must provide excellent customer service and interact professionally with diverse students, parents, staff, faculty, advancement personnel, and industry leaders
- Must have skills in (or strong willingness and flexibility to learn) Access, Catalyst, Canvas (ability to perform or with ease quickly learn basic data analyses, including querying standard databases)
- Must be highly detail oriented (natural keen eye for details, cares about and understands the importance of them)
- Must be able to effectively build relationships based on trust, consistency, and proven competence across multiple levels of the organization and with external partners to achieve results
- Demonstrated ability to handle senior executive-level confidential information with a high level of tact and discretion, and track record in exercising discretion and independent judgment in effective decision-making