



# Example of Program Operations Specialist Job Description

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Our company is searching for experienced candidates for the position of program operations specialist. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for program operations specialist

- Scheduling all ADVANCE events, such as Leadership Team Meetings, Faculty Luncheons, and workshops
- Updating calendars of program staff with ADVANCE-related events
- Creating and distributing meeting agendas
- Attending ADVANCE Leadership Team meeting and other meetings as directed and preparing meeting minutes
- Maintaining ADVANCE email listservs
- Emailing event announcements and meeting reminders
- Creating and maintaining documents which provide summary information about programmatic impact, such as master event participation files, or posters
- Arranging travel, lodging and reimbursements for ADVANCE program personnel and guest speakers
- Supporting ADVANCE proposal efforts through creation of budgets, budget justifications, biosketches, current and pending documents, data management plans, and other grant-related documents
- Creating and managing UW eGC1s through the UW SAGE system

## Qualifications for program operations specialist

- Must show ability and interest to develop an understanding of the complexities of working with students from low-income, first generation, and

- Must have experience using UW on-line fiscal systems, including FIN, PAS, HEPPS, and BGT or strong willingness to learn
- Must have experience using UW Administrative Systems (e.g., OWLS, Kronos, OPUS, My Financial Desktop) or strong willingness to learn
- Must possess a commitment to ongoing personal training and development
- Must be willing to comply with other duties as assigned in support of the STARS program, staff and activities (this is a new position and thus some degree of growth and change in responsibilities can be expected)
- Bachelors degree in public health, environmental health, or a related field AND five years of relevant public health experience OR equivalent education/experience