



# 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. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for program operations specialist

- Liaising between UW ADVANCE, UW's Office of Sponsored Programs Office and UW's Grant & Contract Accounting Office
- Regularly reviewing and communicating grant guideline changes to the ADVANCE team
- Managing transfer of funding from parent budgets to sub-budgets through TRANSPASUS and UW's Grant Tracker system
- Managing subcontract set-up, payment, and closure through UW's Grant Tracker system and UW's Office of Sponsored Programs Office
- Writing ADVANCE job descriptions and disseminate descriptions to appropriate offices, departments, and listservs
- Assisting with communicating employment decisions with candidates
- Processing new employee onboarding paperwork
- Processing employee exiting paperwork
- Approving hourly employee time sheets
- Supervising one Graduate Student Assistant in collaboration with ADVANCE Director

## Qualifications for program operations specialist

- Exceptional written communication skills, including the ability to prepare concise and accurate correspondence and reports conveying professionalism and diplomacy

- Skilled in employing a collaborative, consultative approach to compliance adherence
- Demonstrated ability to use exceptional judgment while interacting with colleagues and clients
- Demonstrated ability to work independently in a fast-paced environment with competing and shifting deadlines
- Knowledge of data-driven service delivery, with a focus on developing and tracking outcome-based service models