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| **JD #:** | JD00992 |
| **Pay Grade:** | 7 |
| **Title:** | Program Administrator |
| **Unit/Project Description:***For Department use only.* |  |
| **Job Summary:** | Responsible for providing support for the efficient operation of an academic program or department. Responsible for providing overall administrative support including coordinating some aspects of the program such as curriculum administration, promotion, recruitment, admissions, resource and financial management. Requires independent decision making within a delegated area of authority and the exercise of leadership in the management of support services. |
| **Purpose and Key Functions:** | * Identify and analyze problems with the program and prepare recommendations for review and approval by the program Director.
* Collect, analyze, assess, and summarize information relevant to the decision making process and develop recommendations for final approval and implementation.
* Advise registered and prospective students of program options and requirements which requires maintaining knowledge of course and program curriculum.
* Counsel students to ensure that they understand that course and program selections adhere to established academic, prerequisite, and graduation requirements.
* Assess student priority for limited registration in courses and provide suitable alternatives to meet degree requirements.
* Provide students with information regarding program policies and information about program requirements.
* Use existing admissions criteria to assess program applications and determine which applications are declined admissions and which are eligible for acceptance.
* Review and evaluate academic records to assist students in determining if they are eligible to continue in and graduate from the program.
* Investigate questions and resolve problems concerning program, curricula, and admissions.
* Act as a mediator between faculty and students when dealing with various issues, including but not limited to, special accommodations, scheduling conflicts, grades.
* Gather and compile information required for a variety of documents and reports, including but not limited to, program accreditation, enrolment, and degree audits.
* Develop estimates of time, resources, and budgets for various program activities and events.
* Assist in developing the program budget for review and approval.
* Maintain the program budget. Create financial projections to the program budget throughout the fiscal year.
* Exercise appropriate controls, monitor, and reconcile accounts.
* Develop marketing and advertising brochures for a variety of purposes, functions, and events.
* Promote the program to visitors and representatives both internal and external to the University.
* Represent the program at various recruitment events.
* Create content for the program website. Update information and maintain the website.
* Survey and monitor academic programs offered by competing institutions and conduct research into pedagogical practices.
* Responsible for the administration and collation of course evaluations and the creation of, monitoring and collation of alumni surveys.
* Prepare and potentially deliver presentations for recruitment purposes.
* Facilitate meetings with, including but not limited to, program stakeholders and student groups.
* Plan and coordinate arrangements for annual events and meetings.
* Source pricing information and recommend actions regarding the purchase of equipment and supplies for the program.
* Input financial and other information required to process payroll.
* Update and maintain student records and databases.
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| **Supervision:** | * Occasionally provide orientation and show procedures to others.
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| **Requirements:** | * Bachelor's degree in a relevant field.
* Requires a minimum of 3 years of relevant experience.
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| **Assets:***For Department use only*. |   |
| **Additional Information:***For Department use only*. |  |