



DEPARTMENT OF
PHILOSOPHY AND RELIGION

Program Administrator Job Description

Position: Program Administrator – Department of Philosophy and Religion, Philander Smith College

This is a 5-year grant-funded position.

Department of Philosophy and Religion Overview: The Department of Philosophy and Religion continues the rich heritage of the United Methodist Church, which is to produce critical reflective graduates, inquiring communicators, active truth seekers in the rich intellectual tradition of ethical values and ideas, founded in philosophical and religious inquiry

JOB SUMMARY: Under the direction of the department chair, coordinates and manages the day-to-day management coordination activities and provides program support for the department's research activities, educational outreach services, the academic curriculum, and/or to provide a student service.

GUIDELINES FOR USING THE POSITION: This position is intended to serve dual functions: administrative support as well as Bachelor's level program support. The focus of the job is on coordinating the day-to-day administrative and management activities of the program. The incumbent is expected to work with a fair amount of independence, but within the goals and objectives established by department chair. Program support means advising program participants, monitoring and coordinating program activities, and implementing recruiting strategies. Academic decisions, program direction and policy decisions, however, rest with the supervisor.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

- Coordinates and manages administrative and technical support for program faculty, staff and students;
- Resolves day-to-day administrative and logistical problems, which may include necessary arrangements for classroom space, special events and other program needs and general office operations.
- Manages general office operations;
- Processes and maintains necessary paperwork, records, including fiscal records and files required to support program and maintain computerized files and records and monitors approved budget and expenditures;
- Recommends staffing needs and assists in hiring decisions;
- Monitors approved budget and expenditures;
- Assists in planning outreach programs, conferences, meetings, seminars, with responsibility to make necessary arrangements, including travel, and coordinates events and details.
- Coordinates recruitment of students or participants into the program, works with target population to develop applicant pool consistent with program goals and objectives, in assigned area of



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responsibility, and conducts proper registration and scheduling of courses including the production of rosters, grade reports and academic records.

- Works with supervisor and others in reviewing admissions information, interviewing applicants, evaluating credits and recommending appropriate action for admission to the program.
- Performs related duties as required.

MINIMUM ACCEPTABLE QUALIFICATIONS

- Bachelor's degree in field appropriate to program to be served
- Five or more years related experience.
- Ability to perform responsible administrative and management functions.
- Good communication and interpersonal skills
- Knowledge of program specialty and ability to provide general educational support, effectively implement recruiting strategies, advise program participants, interpret educational records and related information, as appropriate to program to be served.
- Demonstrated ability to work independently and exercise sound judgment.