***This old UMB job description was created between 2000 and 2014 and is being provided as a template or guide in the preparation of a current job description. The essential functions are general in nature and may not accurately depict the duties of a specific unit. Managers are encourage to update and provide specific duties that are applicable to work being performed in the unit.***

Job Title: **Administrator, Program**

Job Family: Program Management Sub Family: Business Operations

**Job Summary:**

Directs financial and administrative functions for an program or center as designated by a school. The program's mission may be primarily clinical or research. In a clinical center, there is an emphasis on delivery of high quality patient care, as well as billing and medical records.

**Essential Functions:**

* Responsible for achieving strategic and financial objectives of the program or center. Acts as a facilitator in balancing the needs of the program/center, the hospital, grantors and the university. In a clinical setting, is responsible for all funds division.
* Oversees staff assigned to day-to-day research, academic or clinic operations. Supervises with consideration of individual departmental practices; establishes program/center practices as appropriate. Recruits, selects, evaluates, and trains non-clinical staff.
* Coordinates faculty recruitment. Develops faculty productivity standards and reporting.
* Acts as research administrator for clinical and basic research projects.
* Performs research budgeting; pre- and post-award administration; technology transfer administration; research space planning.
* Oversees all other administrative functions such as Information Technology and data development projects; capital equipment planning and management; general procurement; payroll and accounting.
* Performs other duties as assigned.

**Minimum Qualifications**

Education: Bachelors in business, public administration or related field

Experience: Seven (7) years of related experience in administrative and financial operations.

Supervisory: Four (4) years of direct management or leadership.

Licensure/Certification:

Other: No subsitution of experience for minimum education requirement.

**Knowledge, Skills, and Abilities**

*Managers may provide prefered knowledge, skills, and abilities as necessary.*

Job Code: E1233I

SOC Code: 119199 IPEDS: Management

EEO6 Code: Executive/Admin/Managerial State Code: 9332101

USM eCode: E2314E AAP Code: 1C