***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: **Specialist, Program Senior**

Job Family: Program Management Sub Family: Business Operations

**Job Summary:**

With minimal supervision, this position manages all aspects, including day to day operations, project management, and contract compliance of the programs. The Senior Program Specialist is recognized as an expert and operates with substantial latitude for un-reviewed action or decision. Reviews progress with management and may supervise and mentor other staff.

**Essential Functions:**

* In collaboration with programmatic leadership, plan, develop, administer and coordinate new or revised goals and objectives for programs. Ensure that goals, objectives, and deliverables specified are accomplished in accordance within priorities, time and funding limitations, or other specifications.
* Independently manages the day-to-day activities and events of the program. Provide advanced administrative and research support to the programmatic leadership teams. Evaluate program effectiveness in order to develop and implement new or improved methods.
* Leads development and content of speeches, presentations, articles and other forms of content dissemination. Contributes substantially in the development and implementation of communication and dissemination strategies, including providing oversight to social marketing strategy, making media appearances, and maintaining content on website.
* Perform specialized administrative and academic functions, including research and data analyses, program coordination and monitoring, data collection, database creation, counseling, surveys, reports, and recommends program changes.
* Monitor and maintain relationships with contractors, local jurisdictions, state agencies, legislature, and sponsors to ensure compliance with work plan and deliverables.
* Leads the preparation of final program and financial reports for submission to management or outside agencies to include reporting on work of University of Maryland, all subcontractors, and applicable consultants regarding operation of the programs.
* Prepares proposals for funding and/or funding continuation from outside sponsors.
* Develop and facilitate workshops, meetings, or conferences with high impact on program and/or participants. Coordinate logistics, scheduling and participant communications.
* Coordinates program activities through delegation of assignments to staff. May supervise and mentor other support staff.
* Performs other duties as assigned.

**Minimum Qualifications**

Education: Bachelors in related field

Experience: Three (3) years administrative/coordinator program experience.

Supervisory: One (1) year in work coordination, training, and daily oversight of staff, students, or volunteers preferred.

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: E1431E

SOC Code: 131190 IPEDS: Office

EEO6 Code: Professional State Code: 9754804

USM eCode: E40140 AAP Code: 3A