



JOB INFORMATION

<i>Job Code:</i>	133122
<i>Job Title:</i>	Academic Program Administrator
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	May oversee student, temporary and/or resource workers.
<i>Job Family:</i>	Program Management
<i>Job Family Group:</i>	Administration
<i>Management Level:</i>	7 Individual Contributor

JOB SUMMARY

Administers academic program services and activities, managing day-to-day needs (e.g., scheduling, meetings) and contributing to short- and long-term program strategies (e.g., curriculum development). Supports the management of program operations and administrative functions.

JOB QUALIFICATIONS:

Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>
X		Bachelor's degree	
	X	Bachelor's degree	

Additional Education

Check here if experience may substitute for some of the above education.

Combined experience/education as substitute for minimum education

Work Experience

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>
X		3 years	
	X	5 years	working in higher education.

Additional Work Experience

Check here if education may substitute for some of the above work experience.

Combined experience/education as substitute for minimum work experience

Knowledge, Skills and Abilities

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Experience managing learning programs for adults.
X		Proven ability to build and maintain positive relationships with stakeholders.
X		Demonstrated experience in management/leadership roles, building and maintaining relationships with domestic and international stakeholders.

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Proven budget oversight and planning experience.
X		Outstanding interpersonal, oral, and written communication skills, with exemplary attention to detail.
X		Experience in higher education and/or customer service.
X		Proven ability to plan, implement, and coordinate program logistics.
X		Demonstrated database/data entry experience.
X		Proven project management and problem solving skills, able to handle multiple timelines, changing priorities, and fluctuating workloads.

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Manages the day-to-day administration of academic program and/or research center services and activities (e.g., scheduling, meetings, curriculum development). Addresses program-related questions and resolves problems.				
Supports the planning and development of program objectives, curriculum, and/or content. Develops and administers program operating and administrative policies and procedures. Researches and identifies business trends, as required. Serves as a key academic program resource and subject matter expert (SME). Assists with workshops and training development/delivery.				
Administers budget and resource allocations, seeks funds for program operations, and identifies fundraising opportunities. Manages resources and uses formal processes and tools to manage budgets, risk and program changes. Administers program budgeting and accounting processes, collects and analyzing data, and providing reports on program performance and finances as directed or requested. Provides financial status reports as requested.				
Drafts and/or generates relevant communication items and coordinates the production and dissemination of documents (e.g., presentations, course handouts, grant proposals).				
Develops and implements marketing and recruiting strategies promoting academic programs and ensuring sustainability and growth. Participates in professional conferences and provides marketing and public relations support.				

Other Requirements

Essential:	Emergency Response/Recovery	Essential:	Mandated Reporter
	In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC’s policy at: https://policy.usc.edu/mandated-reporters/
Campus Security Authority (CSA)			Essential:
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC’s policy at: https://dps.usc.edu/alerts/clery/			No

ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

Print Employee Name

Signature

Date

Print Manager Name

Signature

Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.