Northwestern University Job Description

**JOB TITLE:** Senior Program Administrator  
**JOB CODE:** 100509

**INCUMBENT:** Vacant  
**POSITION NO:** 57355

**DEPARTMENT:** Administration & Planning  
**SALARY GRADE:** EX 7

**DEPARTMENT NO.** 006000  
**REPORTS TO (NAME):** Katherine Trachok

**DATE PREPARED:** 5/3/16  
**REPORTS TO (POS. NO):** 6867

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**Job Summary**  
BRIEFLY (UP TO 50 WORDS) DESCRIBE THE JOB’S PURPOSE. WHY DOES THIS JOB EXIST?  
The Senior Program Administrator collaborates with the Vice President for Administration and Planning, Assistant Vice President for Planning and Associate Secretary to the Board of Trustees, and Assistant Director, Office of the Vice President to execute goals as they relate to the Board of Trustees.

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**Job’s Scope**  
HOW MANY PEOPLE REPORT TO THIS JOB, INCLUDING SUPERVISORS AND THEIR SUBORDINATES? (SEE NOTE)  
HOW MANY PEOPLE ARE IN THE DEPARTMENT OR ORGANIZATION THAT THIS JOB SERVES? 
STUDENTS: FACULTY: STAFF:

WHAT IS THE ANNUAL BUDGET FOR THE PEOPLE AND ACTIVITY THIS JOB SUPERVISES?  
WHAT IS THE ANNUAL BUDGET FOR THE DEPARTMENT OR ORGANIZATION THIS JOB SERVES?  
WHAT IS THE ANNUAL EXPENDITURE THIS JOB AUTHORIZES WITH NO OTHER APPROVAL?

**Principal Accountabilities**  
DESCRIBE THE JOB’S ACTIVITIES IN TERMS THAT ENABLE SOMEONE WHO KNOWS NOTHING ABOUT THE JOB TO UNDERSTAND WHAT IS DONE IN EACH ACTIVITY. 
THEN SPECIFY THE END RESULT EACH ACTIVITY IS TO ACHIEVE.

<table>
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<tr>
<th>Principal Accountabilities</th>
<th>% of Time in this activity</th>
<th>Essential Function (E) *</th>
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| 1. Communication and Material Dissemination  
  • Serves as a primary point of contact for Trustees of the University and for others, including University leadership, on matters pertaining to the Board of Trustees. Creates and ensures quality, accuracy, and consistency among all Full Board and committee materials. | 25% | E |
| 2. Software  
  • Using appropriate technology systems, identifies opportunities to improve the Trustee experience and the needs of University leadership. Leverages software to streamline processes related to Trustee schedules and attendance collection. | 25% | E |
| 3. Data Management  
  • Assists to manage the Board of Trustees SharePoint website including the design and creation of instruments for data collection and analysis, administration of distinct levels of access to confidential information, loading and organizing of informational items, and maintenance of the site’s database for daily use and as a historical repository. Manages all Board records in order to maintain a legal record of Board activity, and provides access for external constituents upon request. | 20% | E |
| 4. Event Planning and Management  
  • Assists with the planning, design, and execution of all Board of Trustees events. Attends all Board of Trustees meetings and ensures | 20% | E |
successful execution by overseeing the immediate resolution of issues that arise.

5. **General Unit Support**
   - Assists the office to implement and maintain the adopted University brand standards, and with miscellaneous organizational and design needs. Maintains the University Organizational Chart. Performs other duties as assigned.

| 10% | E |

THE QUALIFICATIONS LISTED BELOW MUST SUPPORT THE ESSENTIAL FUNCTIONS AND SERVE AS THE PRIMARY CRITERIA FOR SELECTING CANDIDATES.

**Minimum Qualifications**: (Education, experience, and any other certifications or clearances)

1. Successful completion of a full four-year course of study in an accredited college or university leading to a bachelor’s or higher degree.
2. 5 years program/project administration or other relevant experience, preferably at an academic institution.

**Minimum Competencies**: (Skills, knowledge, and abilities.)

1. Excellent interpersonal skills and ability to interact with great polish with diverse populations including Trustees, University leadership, faculty, staff, and students.
2. Demonstrated communication (written and oral) and analytical skills.
3. High degree of initiative and ability to work on multiple projects simultaneously.
4. Ability to work both independently and in a collaborative team environment.
5. A sense of service, tact, and attention to detail.
6. Ability to work calmly and effectively in high pressure situations.
7. Ability to manage highly confidential information.
8. Demonstrated critical thinking and problem solving skills.
9. Fluency in Microsoft Office, especially Excel and SharePoint.

**Preferred Qualifications**: (Education and experience)

1. Knowledge of and experience with higher education. Experience at Northwestern a plus.
2. Prior experience managing projects.

**Preferred Competencies**: (Skills, knowledge, and abilities)

1. Highly experienced with Microsoft Office, especially Excel and SharePoint. Proven experience leveraging software to streamline processes.

**Working Conditions**:
**ARE THERE PARTICULAR WORKING CONDITIONS ASSOCIATED WITH THIS JOB THAT SHOULD BE NOTED (I.E., WORKING ENVIRONMENT, HOURS OF WORK, WORKSPACE, ETC.)?** □ YES  ☒ NO
**PLEASE EXPLAIN:**

**Organization**: If there is already an organization chart that includes this job, attach it to this document. Otherwise, complete the chart below by entering the job title of each job and the name of the incumbent in that job.