Position Title: Program Administrator

Emp Class: A2  Grade: G  Job Code: A2758  Date Posted: January 2013

This is a regular full-time exempt academic year position, minimum 40 hours per week, minimum 40 weeks per year

POSITION SUMMARY

Supports the activities of the University of Hartford Construction Institute (CI), a non-partisan, self-funded professional association serving all segments of the construction industry in Connecticut and adjoining states, by providing educational and informational services to the state’s construction and facilities management communities.

KEY RESPONSIBILITIES

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Works closely with the Executive Director and Associate Director in the development, coordination and promotion of the Construction Institute’s programs and events, including but not limited to, the Annual Planning Sessions, Member Socials, the Major Program Series, Facilities Management Council programs, Technology Breakfasts, the ConstruCT Annual Conference and Exposition, the CI Annual Golf Classic and the Annual Dinner. * 30%

Works closely with the Executive Director and Associate Director to continually recruit new member firms as well as retain current membership. Establishes, cultivates and maintains relationships with member firms and encourages firms to participate in programs and/or committees. Assists in developing new opportunities for demographic, geographic and/or niche markets. Ensures the maintenance of accurate contact information, records of member renewals, member prospect follow ups and progress for both new prospects and non-renewals. * 25%

Conducts market research and analysis affecting the industry in an effort to ensure marketing plans are in concert with the Construction Institute’s vision and mission. * 15%

Strives to increase the synergy between various committees and councils in an effort to optimize their collective strengths and efforts. * 10%

Represents the Institute at industry association functions and meetings as necessary and appropriate. 10%

Works with the Associate Director and Student Initiatives Chair to provide necessary support for Student Initiatives. 5%

Performs other related duties as assigned.

* Indicates an "essential" job function.

This job description of the job is for identification and administrative purposes only. It is not intended to be a complete statement of all duties, which may be assigned by the supervisor according to varying needs.

Date Revised: August 2007
**Job Description**

**Position Title:** Program Administrator

**WORKING CONDITIONS**

| Normal office situation | Requires travel, excluding overnight stays. |

**PHYSICAL EFFORT**

| Typically sitting at a desk or table. | Intermittently sitting, standing, stooping. | Moderate lifting or carrying 26-50 lbs. |

**KEY JOB REQUIREMENTS**

| Formal Education: | Bachelor's Degree required. |
| Work Experience: | 3 years to < 5 years. |
| Impact of Actions: | Makes recommendations or decisions which usually affect the assigned department but at times affect operations, services, individuals or activities of others outside of the assigned department. |
| Complexity: | Varied. Work is complex and varied and requires the selection and application of technical and detailed guidelines. Problems are not easy to identify, but are similar to those seen before. Moderate analytical ability is needed to gather and interpret data where results/answers can be found after analysis of several facts. Solutions can often be found by using methods chosen before in other situations. |
| Decision Making: | Varied. Supervisor is available on an "as-needed" basis to establish general objectives and to identify potential resources for assistance. Independent judgement is required to select and apply the most appropriate of available guidelines and procedures to achieve desired results. |
| Internal Communication: | Requires regular contacts to discuss issues of moderate importance and to respond to inquiries. Occasionally requires contact with officials at higher levels on matters requiring cooperation, explanation and persuasion. |
| External Communication: | Requires regular contact with external persons of importance and influence. Involves considerable tact, discretion and persuasion in gaining the cooperation of others. Requires the handling of delicate relationships and complex situations. |
| Customer Relations: | Contact with customers is face-to-face or over the telephone for directly selling/representing a variety of products and capabilities. |
| Managerial Skills: | Has responsibility or authority which is limited to the direction of temporary or student workers. |
| Knowledge & Skills: | Professional Skills. Requires knowledge of theories and practices of a professional field. This level of skill is typically reserved for an individual with a four-year degree or a high level of vocational skill demonstrated by a number of years of on-the-job experience. Writes reports using technical data requiring considerable interpretation. Develops new methods and procedures. Frequently applies knowledge to practical issues and problems. |
| Special Skills: | * The ability to work effectively with diverse groups. |

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*Date Revised: August 2007*