

Program Manager Responsibilities

Student Assistance	Semester Preparation and Routine		Personnel Administration	Event/Program Coordination/Participation		Budget
Answering Course Queries	Course Tally Creation	Work Study Supervision*	Adjunct Instructor Appointment	Faculty Meetings	Visiting Speakers*	Department Budget Administration
College Protocol Guidance	Review, Collect, and Archive Course Syllabi	Report and Survey Creation	New Faculty/Staff Orientation	Student Meetings	Competition Submissions*	Annual Budget Request Preparation
Scheduling Meetings With the Chair	Calendar Management	Digital Archive and LUNA Uploads	Faculty Pay Confirmation (Coordination with HR)	Recruitment Events	Workshops*	Development Fund Request Preparation
Student Concerns	LMS/Social Media Administration	Materials Ordering	Evaluation Coordination	Commencement	Travel*	Visiting Artist Fund Request Preparation
Department Vision Documentation	Student List Creation	Records Maintenance	Coordination with Vendors	Student Reviews	Sponsored Project Administration*	Grant Writing Preparation*
	Student Mentor Assignments	Facility Coordination		Annual Student Exhibition	Alumni Relations*	
	Faculty Concerns	Manage Course Changes and Room Assignments		Other Exhibitions*		
	Assist with Program Research and Development*	Manage Equipment and Inventories*				

*as applicable