



POSITION NUMBER: 4652

**UNIVERSITY OF SOUTH ALABAMA  
HUMAN RESOURCES  
ANNOUNCEMENT OF VACANT POSITION**

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**TITLE:** Program Administrator, Center for Healthy Communities  
Regular/Full-time

Monday – Friday  
8:00 a.m. – 5:00 p.m.

**MINIMUM REQUIREMENTS:** Master's degree in a related field from an accredited institution as approved and accepted by the University of South Alabama and five years of progressively responsible related professional experience. Supervisory experience is preferred. A doctoral degree is preferred and may substitute for two years of the required experience.

**ESSENTIAL FUNCTIONS:** Provides daily oversight of the program activities for the Center for Healthy Communities to include; developing objectives and implementing programs; ensuring compliance with NIH guidelines and USA policies; assisting with grant writing and preparing grant progress reports; representing the department at various events and meetings; developing and maintaining relationships with various community organizations; soliciting sponsors and various organizations throughout the community for additional resources; preparing budgets and authorizing appropriations using a PC and calculator; supervising staff to include assigning duties, checking work, handling disciplinary issues, approving time off, and signing timesheets; regular and prompt attendance; ability to work schedule as defined and overtime as required.

Related duties as required.

Qualified applicants may apply in person Monday-Friday, 8:00 a.m. – 5:00 p.m. in the office of Human Resources or complete the electronic employment application forms as per the on-line Application Process instructions and send them to:

Human Resources  
University of South Alabama  
USA Technology & Research Park Bldg III, Suite 2200  
307 University Blvd N.  
Mobile, Alabama 36688-0002  
[jobscampus@usouthal.edu](mailto:jobscampus@usouthal.edu)

**LOCATION:** Center for Healthy Communities  
Main Campus

**OPEN AS OF:** April 4, 2008

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AN EQUAL OPPORTUNITY / EQUAL ACCESS EMPLOYER