



Program Administrator, Part-Time

Job Summary:

The Program Administrator is responsible for administrative tasks that assist with the operation of the Programs Department. This is a part-time hybrid position 25-30 hours per week.

Reports To:

- Program Manager

Supervisory Responsibilities:

- None

Duties/Responsibilities:

- Provides administrative support within the programs department.
- Provides support for the National Lecture program including approving travel arrangements for lecturers and processing reimbursements and check requests
- Manage fellowship, grant, scholarship, and award applications and nominations
- Corresponds with fellowship, grant, and scholarship recipients to notify them of awards, process paperwork, and collect final reports
- Assist with processing AIA memberships
- Other duties as assigned.

Required Skills/Abilities:

- Excellent written and verbal communication.
- Excellent organizational and administrative skills with a commitment to detail.
- Ability to work autonomously and effectively as well as collaboratively.
- Perform and prioritize multiple tasks seamlessly in a fast-paced environment.
- Ability to meet deadlines, work under pressure, and demonstrate sound judgment.
- Proficiency in Microsoft Office Suite (Outlook, Teams, Word, Excel, and PowerPoint).
- Knowledge of, or familiarity with archaeology or a related academic field a plus.
- Ability to represent AIA and engage with the public and members of the organization.
- Ability to generate respect and trust from staff and colleagues while fostering cross-functional collaboration and a strong sense of teamwork.
- Ability to work outside normal business hours, including evenings and weekends as events dictate.

Education and Experience:

- BA or equivalent experience.

Physical Requirements:

- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift up to 25 pounds at times.
- In office 2 - 3 days per week.

Duties, responsibilities, and activities may change, or new ones may be assigned at any time with or without notice.

Compensation and Benefits:

- 25 – 30 hours/week
- \$24.00 - \$27.00/ hour