



## Position Description

Position Title: Program Administrator  
Location: TSTT HQ: 333 Westchester Avenue, White Plains, NY  
Reports To: TSTT Senior Management

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### Position Summary:

Provide administrative, research, and program coordination support for the assigned TSTT Region/HQ. Compile data and develop reports that will assist in the tracking of the assigned TSTT program in support of HQ objectives.

### Essential Functions:

#### **1. Data Management and Reporting:**

- A. Develop and maintain a Project Management system that will track outcomes of key program activities.
- B. Develop a Management Data Collection system that will record the progress of students.
- C. Implement and manage a comprehensive college support program that includes a tracking system on all TSTT college students from the first year of college through tenure in teaching (3 years)
- D. Establish on-going relationship with college mentors to ensure that college students receive support. Arrange on-campus meetings with college students at least twice a year.
- E. Prepare quarterly reports as requested by senior management

#### **2. Program and Regional Support:**

- A. Assist program staff with tracking key program participation of all students.
- B. Work with appropriate staff in planning key events, workshops, and meetings
- C. Collect and maintain data on alumni and establish an alumni association
- D. Enhance and maintain the organization's social media platforms and website
- E. Analyze and report a summary of student evaluations for all workshops and events.
- F. Maintain communication and program documents (manuals, presentations, etc.)
- G. Develop a measurable standard for quality of all programs assigned.

### Minimum Qualifications:

#### **1. Education and Knowledge:**

- a. Bachelor's Degree required, Masters Degree preferred
- b. Proficient Microsoft Suite (Word, Excel, and Social Media)

#### **2. Work Experience:**

- a. Minimum of 2 years managing projects and/or programs.

#### **3. Skills/Aptitudes/Abilities:**

- c. Excellent verbal and written skills.
- d. Excellent organization and data collection skills.

#### **4. Work Location: TSTT HQ/Some out of town travel required**

#### **5. Salary: Commensurate with experience**