

## **Administrator Position opening at Cornell South Asia Program**

Serve as administrator of the South Asia Program (SAP) under the very general supervision of the Director. Oversee SAP's administrative operations: finance and human resource operations in compliance with applicable Einaudi Center/University or external policies. Manage fund accounts and budgets (endowed, grants, gift and contracts). Research and prepare proposals, reports and correspondence. Oversee and coordinate the administrative aspects of academic programs (i.e. weekly seminar series, yearly symposia, etc.) or other programming assigned by the Director.

For information on how to apply, job description, required qualifications, and more go to [https://cornell.wd1.myworkdayjobs.com/en-US/CornellCareerPage/job/Ithaca-Main-Campus/South-Asia-Program-Manager\\_WDR-00007893-5](https://cornell.wd1.myworkdayjobs.com/en-US/CornellCareerPage/job/Ithaca-Main-Campus/South-Asia-Program-Manager_WDR-00007893-5)