

Project Administrator Job Description
(Adapted for this replication guide)

The project administrator is **required to**—

- Be a SANE who has completed both the adult and pediatric training courses and is able to perform the examination and maintain professional competency/license. This requirement enables the administrator to act as the primary SANE backup and enhances program credibility.
- Act as the “keeper of the records” for the project. This requirement allows the administrator to testify as to the facts contained in the records collected by the SANEs.
- Have management skills and experience.

The project administrator is **responsible for**—

- Overseeing the overall direction of the SANE project and its day-to-day operations.
- Developing an annual budget and identifying appropriate revenue sources.
- Coordinating SANE recruitment and hiring.
- Ensuring that SANEs maintain training requirements and assisting in securing needed training.
- Identifying ways to reduce staff turnover and burnout.
- Assessing the range of available community resources.
- Acting as a liaison with community groups (e.g., by being involved in local SARTs and offering community education on sexual assault issues and the role of the project).
- Assisting in ongoing project evaluations.
- Scheduling and conducting SANE staff meetings.
- Helping nurses determine how to complete the clinical requirements of SANE training in a timely manner.