

## EDUCATIONAL PROGRAM COORDINATOR I\*

### **Function of Job:**

Under general supervision of designated administrator, provide overall organization, coordination, and administration of assigned educational/community outreach program for a college, university, division, or combination of such units; develop program protocols, communications, trainings, and promotional/information brochures and events; serve as program representative.

### **Characteristic Duties and Responsibilities:**

1. Assist in the scheduling of events and delivery of services to achieve program goals.
2. Participate in the collection of data and/or conduct of surveys on all program activities.
3. Provide liaison and consult with educational/community personnel associated with post-secondary, secondary, and/or elementary schools, state and community agencies, to develop program linkages, information, training, support and referral systems.
4. Provide information to faculty, staff, students, and community members on policies, procedures and services as needed.
5. Assist in developing, designing, writing and editing brochures, reports and other educational/promotional materials for publication/distribution.
6. Design, develop and deliver informational presentations, program events, and/or group workshops/training as required and evaluate such services.
7. Supervise and train operating staff and/or work study personnel, as assigned.
8. Serve as program representative and resolve problems and/or coordinate resolution.
9. Collect data for reports for administrators, counselors and faculty.
10. Manage all program administration, such as reports, records, administrative processes and files.
11. Assist with marketing/public relations activities as assigned.
12. Participate in institutional professional development and training.
13. Perform related duties as assigned.

### **Minimum Acceptable Qualifications:**

1. Bachelor's degree in Education or Human Services or area closely related to program and two years of experience in counseling and/or related work assisting in planning, organizing and coordinating educational/community outreach programs.
2. Interpersonal and written and oral communication skills.
3. Organizational, supervisory, and management skills.
4. Computer skills as required by department.

### **Additional Desirable Qualifications:**

1. Master's degree in area related to program.
2. Familiarity with New Hampshire educational and/or community service organizations.

3/1/2011  
System Approval

2/28/2011  
Effective Date

**This document is a generic classification specification of the University System of New Hampshire. Its purpose is to describe the representative responsibilities and general level of complexity, and it is not a substitute for the specific job description of the individual position.**

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