

EDUCATIONAL PROGRAM COORDINATOR II*

Function of Job:

Under administrative supervision of designated official, to plan, organize, evaluate, coordinate and manage assigned educational program (s) for a college, university, division, or combination of such units.

Characteristic Duties and Responsibilities:

1. Develop long range educational program plans.
2. Plan the scheduling of events and delivery of services to achieve program goals.
3. Collect data and/or conduct surveys on all areas of program activities for evaluation of program effectiveness.
4. Provide direct liaison with educational personnel associated with post-secondary, secondary and/or elementary schools, state and community agencies, to develop program linkages, support and referral systems.
5. Provide counsel to faculty, staff and students on policies, procedures and services.
6. Develop, design, write and edit brochures, reports and other educational materials for publication and distribution.
7. Develop and establish policies/procedures for implementation as applicable to the program.
8. Organize and/or attend seminars and workshops.
9. Supervise, train, evaluate, schedule work and determine priorities for assigned personnel.
10. Respond to and resolve problems of program participants through vocational, career and academic counseling.
11. Collect data for program progress and/or statistical reports for concerned college/university administrators, counselors and/or faculty.
12. Maintain necessary records/files on program.
13. Perform related duties as assigned.

Minimum Acceptable Qualifications:

1. Master's degree, preferably in education or human services, and two years experience in counseling and/or related work in planning, organizing and evaluating educational programs or Bachelor's degree and four years of related experience as indicated.
2. Administrative ability.
3. Human relations and communications skills.

Additional Desirable Qualifications:

1. Writing skills.
2. Familiarity with New Hampshire educational organizations.

System Approval

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.

* Revised - Original approved 6/21/76, 10/14/76 and 7/30/80.