

PROGRAM COORDINATOR*

Function of Job:

Under general supervision of a designated supervisor/administrator, coordinate day-to-day administrative, fiscal, and operational activities of special programs, projects, and events; provide professional administrative support independently, in accordance with priorities, time and funding limitations, or other specifications; and serve as main contact and resource person in support of the Program/Unit.

Characteristic Duties and Responsibilities:

1. Act for and assist the supervisor/administrator in administrative matters including developing, implementing, organizing, marketing, and coordinating the program/project and performing specialized activities of a programmatic nature in direct support of program objectives.
2. Confer with and/or counsel staff, students, or the public on essential matters relating to the program, including day-to-day programmatic, operational, and administrative issues; facilitate seminars, meetings, special projects, and problem resolution as assigned.
3. Coordinate activities of support staff, consultants, and/or volunteers engaged in implementation and administration of program objectives.
4. Act as liaison and maintain effective working relationships with all administrative and academic offices/related committees and the general public.
5. Research, assemble data, and prepare reports on program activities, progress, status, or other areas of significance.
6. Assist with grant and/or proposal writing and participate in other fundraising activities.
7. Perform assessments, research, and collect information which can be used for program planning purposes; recommend new or revised methods to meet program goals and objectives.
8. Assist with budget planning, preparation, and implementation.
9. Train and supervise assigned staff and/or volunteers.
10. Assist in conference program and/or event planning, and make arrangements for staffing and technical aspects of the event.
11. Develop and manage communications (e.g., design, write and/or edit proposals, budgets, reports, manuals, informational and promotional materials or publicity stories).
12. Coordinate regional aspects of program and related activities.
13. Manage and oversee facilities usage/arrangements and assist in problem resolution.
14. Coordinate and handle sensitive contacts between supervisor/administrator and other administrators, faculty, staff, students and general public.
15. Perform related duties, as assigned.

Minimum Acceptable Qualifications:

1. Bachelor's degree and two years of related experience or Associate's degree and four years of related experience.
2. Supervisory ability and knowledge of administrative management methods and principles.
3. Specialized skills in training, research, and/or other area as required by department.
4. Ability to work effectively with the staff, faculty and the public.
5. Strong interpersonal and written communication skills.

Additional Desirable Qualifications:

1. University course work in management, business administration, and/or area to be served.

9/20/03

System Approval

7/1/03

Effective Date

* Revised - original approved 1/16/75; revised 7/30/80 and 9/15/94 as Program Assistant.