

MASTER SPECIFICATION

JOB INFORMATION

Date:	1/17/2018 6:17:16 PM
Official Title:	Program Coordinator Master
System Affiliation:	
Employee Category:	
Pay Grade:	Pay Grade 4
Scheduled Hours	
Job Code:	323557
Job Family:	Administrative Support

JOB SUMMARY

The Program Coordinator plans and coordinates the activities and functions of a small program or initiative within an institution or division of an institution.

NATURE OF WORK

This position functions as the first of two levels of Program Coordinator responsible for coordinating, planning, organizing, and evaluating the activities and functions of a small institutional program or initiative. Job responsibilities require the ability to communicate effectively and interact with both internal and external program stakeholders to build program support. Results are defined by department leadership and an institution's mission, vision and strategies; existing practices are used as guidelines to determine specific work methods. The Program Coordinator carries out work activities independently; supervisor/manager is available to resolve problems. Problems faced in this position are varied, requiring analysis or interpretation of the situation. Decisions may affect a work unit or area within a department, and may contribute to business and operational decisions that affect the department.

Distinguishing Characteristics

Examples of Duties

Essential Functions

Plans, develops, coordinates, administers and executes development, execution and assessment for an administrative program.

Manages, and maintains collaborations and partnerships with various institutional departments, and programs as well as resources outside of the institution such as professional organizations to help build and leverage expertise and resources

Provides resources and expertise to internal and external stakeholders including but not limited to serving on campus committees, delivering activities, and serving as an advisor. Researches, compiles, prepares, and composes analysis, data, reports and documents in support of the specialized focus area

May manage the program specific budget.

Performs other job related duties as assigned.

Performs other functions as required or assigned. Also complies with all Policies and Standards.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education

Education Level	Field of Study	Req	Pref	And/Or
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Bachelor's degree	Field related to the work of the unit to which assigned	X		
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Additional Experience

Check here if experience may substitute for some of the above education and describe how.

X

Work Experience

<i>Experience</i>	<i>Experience Details</i>	<i>Req</i>	<i>Pref</i>
2 year +	Related experience	X	

