

Spec. Code	5002
Occ. Area:	01
Work Area:	000
Prob. Period:	12 mo.
Prom. Line:	None
Effective Date:	10/15/18
Last Action	New

## **PROGRAM COORDINATOR**

### Function of Job

Employees perform duties involved in the administration of academic, administrative, and/or other programs. Assist in the administration of a centralized program(s), working under general supervision from a designated supervisor.

### Characteristic Duties and Responsibilities

A Program Coordinator typically:

1. responsible for implementing program priorities, setting goals, and objectives for subordinates in the ongoing process of a program;
2. provides program knowledge and expertise of procedures, technical specifications, related to the field; pursues professional development activities to expand knowledge and maintain currency;
3. provides leadership for the development, administration of programs, and special projects; responsible for various financial operations of the unit; advises on budget preparation as required;
4. responsible for the management of resources, determination and supervision of staff functions; coordinates the recruitment, training, and management of work assigned to professional and support staff;
5. sets and interprets operating policies and processes for the unit; reviews, initiates programs and operations; establishes policies relating to utilization of office resources;
6. participates in departmental objectives and long-range planning;
7. provides management reports, analyses, data, and information for administrative purposes; assists with grants or related funding sources;
8. responsible for direct supervision of specific operational areas or functions within the unit;
9. acts as point of contact with campus, agency and university departments and represents the senior administrator on various committees;

MINIMUM ACCEPTABLE QUALIFICATIONS

## CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. Bachelor's degree.
2. A total of one (1) year (12 months) in education, training and/or work experience in the area of specialization inherent to the position\*.
3. Based on position requirements, additional education, training and/or work experience in the area of specialization inherent to the position, may be required.

\*Note: Master's Degree in an area consistent with the duties of the position may be substituted for one (1 year) of work experience.

## KNOWLEDGE, SKILLS AND ABILITIES (KSAs)

1. Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.
2. Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.
3. Skill in analyzing information and evaluating results to choose the best solution and solve problems.
4. Skill in scheduling events, programs, and activities, as well as the work of others.
5. Skill in oral and written communication.
6. Ability to adjust actions in relation to others' actions.
7. Ability to listen to and understand information and ideas presented through spoken words and sentences.
8. Ability to apply general rules to specific problems to produce answers that make sense.
9. Ability to develop specific goals, plans to prioritize, organize, and accomplish tasks.
10. Ability to work effectively with staff, the public, and outside constituency groups.
11. Ability to effectively plan, delegate, and supervise the work of others.
12. Ability to utilize various computer software packages, such as Accounting Software, query, etc.
13. Ability to work independently and exercise judgment in order to be able to analyze and investigate a variety of questions or problems.
14. Ability to analyze and develop guidelines, procedures, and systems.