



<b>Job Title</b>	Academic Program Coordinator I, II, III	<b>Job Code</b>	AA0416, AA0417, AA0442, AA0443, AA0444, AA0445
<b>Pay Plan</b>	A&P	<b>Pay Grade</b>	15, 16, 17
<b>Union</b>	Non-Union	<b>FLSA Status</b>	Exempt/Non-Exempt
<b>Job Family</b>	Academic and Program Management	<b>Union Code</b>	0
		<b>Subfamily</b>	Academic Services

**Job Family & Subfamily Summary**

**Academic and Program Management Professionals** develop, administer, or support programs that enhance the learning environment for students or faculty development.

**Academic Services Professionals** provide services and support for operations of academic programs.

**Job Summary**

Coordinates the recruitment, planning, evaluation, assessment and implementation of academic programs. Assists with projects and other items that present the need for academic support. Conducts research and provides administrative support to leadership and academic program coordinators as needed.

**Representative Duties**

1.
  - Prepares institutional and other school related reports and documents
  - Analyzes data, generates and disseminates periodic reports
  - Conducts research and provides administrative support including planning, evaluation, assessment, and curriculum changes implemented by faculty
  - Provides clerical support such as word processing, filing, copying, scanning , faxing
  - Maintains inventory and prepares requests of office supplies
  - Requests equipment and prepares requests of office supplies
  - Requests equipment repairs as necessary
  - Coordinates room reservations and document disposition
2.
  - Develops and implements marketing efforts for various programs
  - Assists with various university academic program workshops, activities and initiatives
  - Compiles and maintains student enrollment data and records
  - Maintains professional discretion and confidently as it relates to student records
  - Answers routine inquiries from students, faculty, and administrators
  - Prepares acceptance letters and program packets
3.
  - Develops collaborative relationships with academic advising, student services, career development and other departments
  - Provides phone coverages; screens and directs calls to appropriate faculty/departments
  - Assists in developing and implementing goals and strategies

## Education, Experience, Skill Requirements

	Required	Preferred
Education Level	Bachelor's	Master's
Certification(s)		
Licensure(s)		
<b>Work Experience</b>		
See Level Addendum below		
<b>Additional Requirements</b>		

## Physical/Environmental Demands

Standard office environment with no unique physical demands

## Level Addendum

*Career levels exhibited in this role are listed below. The extent of representative duties listed above will vary in accordance with level of scope, autonomy, and experience described below.*

### Level I

- 0+ years of relevant work experience
- Work is closely supervised
- Problems faced are not typically difficult or complex
- Explains facts, policies and practices related to job area

### Level II

- 2+ years of relevant work experience
- Works independently with general supervision
- Problems faced are difficult but typically not complex
- May influence others within the job area through explanation of facts, policies and practices

### Level III

- 4+ years of relevant work experience
- Managing projects / processes, working independently with limited supervision
- Coaching and reviewing the work of lower level professionals
- Problems faced are difficult and sometimes complex

**This general outline illustrates the type of work that characterizes the job. The statements in this job description are not intended to be an exhaustive list of all duties, responsibilities and qualifications required of the job.**