



Job Title	Program Coordinator	Job Code	AS0312, AS0313
Pay Plan	A&P	Pay Grade	17
Union	Non-Union	FLSA Status	Exempt/Non-Exempt
Job Family	Administrative Management and Services	Union Code	0
		Subfamily	Program Management

Job Family & Subfamily Summary

Administrative Management and Services Professionals provide administrative support and assistance to one or many departments, administrative areas or executives.

Program Management Professionals perform duties related to specialized programs not directly associated with a specific academic program.

Job Summary

Supports the implementation, growth, and expansion of university educational and professional programs, services and partnerships.

Representative Duties

1. Program Objectives

- Coordinates program activities, events, workshops, and trainings
- Assists in providing program oversight and coordination
- Maintains positive relationships and promotes partnerships with the university community

2. Program Operations

- Coordinates meetings, events, and workshops to include planning, marketing, and facilitation
- Researches, develops, plans, and executes programmatic initiatives
- Provides communications support through marketing materials, social media, etc.
- Tracks expenditures

3. Monitoring

- Compiles program analytical data and presents to program management
- Conducts program activities in accordance with all regulatory requirements

Education, Experience, Skill Requirements		
	Required	Preferred
Education Level	Bachelor's	Master's
Certification(s)		
Licensure(s)		
Work Experience		
2+ years of relevant work experience		
Additional Requirements		

Physical/Environmental Demands
Standard office environment with no unique physical demands

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.