



DATE ISSUED: 09/05
FLSA: Exempt
PTO: VCS

JOB DESCRIPTION

TITLE

Program Coordinator

JOB SUMMARY

Performs administrative and supervisory work in the coordination, support and development of special programs. Areas of concern include development, financial management and administration, consultation operations, and planning. Work is performed under general supervision and performance is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Assigned Director

Supervises: May supervise program staff, volunteers, and Student Assistants

PRIMARY DUTIES - *May include, but not limited to the following:*

- Coordinates, manages and implements program related activities, following policies and guidelines.
- Collects and edits data for reports, drafts, or manuscripts.
- Maintains good public relations.
- Coordinates communication materials.
- Directs and develops technical written materials for processes.
- Provides administrative support.
- Develops and maintains an effective record keeping procedure.
- Ensures that support services are provided to the program and community.
- Anticipates needs of the program and develops recommendations for filling these needs.
- Assists in budget preparation.
- Ensures proper reporting and administration of requirements.
- Provides logistical support for all locations.

ADDITIONAL DUTIES

Performs other duties as requested.

EDUCATION

Bachelor's degree in an area generally related to program content or assigned responsibilities. Advanced degree preferred.

EXPERIENCE

Three years experience in a generally related area.

KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:

Knowledge of modern program administration practices, the methods, resources, and standards thereof.

Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgement based on an understanding of organizational policies and activities.

Ability to communicate effectively, both orally and in writing.

Ability to maintain good working relationships with staff, volunteers, clients, and others.

Ability to integrate resources, policies, and information for the determination of procedures, solutions, and other outcomes.

Ability to plan and allocate the work load of employees, providing direct training and supervision as needed.

Ability to apply budgeting and fiscal planning techniques within financial constraints.

Ability to use a personal computer and other office equipment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; clean; sit; sort; hold; squat; stoop; stand; twist the body; walk; and write walk; use hands to finger; handle, or feel objects, tools or controls; reach with hands and arms; talk or hear. The employee must have the ability to occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include ability to distinguish the nature of objects by using the eye.

Program Coordinator
Date Issued: 09/05
FLSA: Exempt
PTO: VCS

WORK ENVIRONMENT

Employees are responsible for performing their duties in an environment that is free from discrimination, intimidation, coercion or harassment, including sexual harassment. Work is performed primarily indoors in an office setting. The noise level in the work environment is low to moderate. While performing the duties of this position, the employee may be required to travel.

SAFETY

Assists in the creation of a culture of safety and environmental protection by performing work safely in accordance with departmental safety procedures. Operates equipment safely and reports any unsafe work conditions or practice to supervisor.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: _____ **Date:** _____

Texas Woman’s University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

Texas Woman’s University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, sex, sexual orientation, or ethnic origin, age, veteran’s status, or against qualified disabled persons.

All positions at Texas Woman’s University are deemed security sensitive requiring background checks.