



## Job Description

<b>Job Title:</b>	Program Coordinator	<b>Grade:</b>	K
<b>Department:</b>	Government & Relations Grant	<b>FLSA:</b>	Non-Exempt

*The incumbent in this job is expected to assist the College in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.*

### **General Function:**

Plan and organize the activities of an assigned program area; provide responsible staff support to the administrator; coordinate the activities of program's faculty and staff; complete special projects when needed.

### **Characteristic Duties and Responsibilities:**

1. Assists the administrator in developing planning, implementing and administering goals and objectives of the assigned area.
2. Provides coordination and program support including preparing internal and external reports, developing spreadsheets and databases, preparing materials for meeting participants and other support related to grants activity at the College.
3. Assists with administering College-wide processes by recommending strategies for participant documentation, eligibility confirmation and other compliance issues associated with Federal grant projects.
4. Provides support for programs and services involving external partners, other academic institutions, and grant-funding organizations.
5. Provides support for projects, grants, committee work and special projects to include but not limited to conducting research, collecting and analyzing data, developing reports and presentations, and coordinating meetings with grant managers.
6. May serve as a member of the Grants Administration Team as a support to grant managers and deans to ensure that performance, related documentation and reporting are in compliance with grant requirements.
7. May coordinate and lead training within the assigned area; may demonstrate high degree of skill in teaching; may model effective teaching techniques for department staff/other trainers.
8. May provide administrative assistance to immediate supervisor; may develop, prepare and present recommendations and reports; may coordinate activities with other program areas.
9. May identify qualified persons to serve on advisory committees and recommend to administrator; may meet with advisory committee and follows up on recommendations; may submit committee meeting minutes.
10. May review department needs for equipment, supplies and instructional materials and recommends purchase; may monitor facilities, if assigned, for proper use, safety, security and maintenance.
11. May develop and present recommendations and multi-media presentations, may coordinate activities with other program areas including off-site locations, etc.
12. May research and develop future program areas, entrepreneurial and grant opportunities; may coordinate and monitor grant/special projects as assigned by the supervising administrator.
13. Performs other duties as assigned.

The intent of this job description is to provide a representative summary of the essential functions that will be required of positions given this title and should not be construed as a declaration of specific duties and responsibilities of any particular position. Employees will be assigned specific job-related duties through their hiring departments. Specific job-related duties assigned by hiring departments shall be consistent with the representative essential functions listed above and shall not be construed as expanding a particular position's role, scope, FLSA status, or grade. December 2011



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### **Reporting Relationships:**

**Direction Received:** Receives general guidance and direction from the Dean, Associate Dean or Division Director

**Direction Given:** Provides functional direction and guidance to faculty and support staff for program direction and administration

### **Minimum Requirements:**

Bachelor's degree from a regionally accredited college or university in a discipline relating to the assigned program area and two years of managerial or administrative experience; additional experience or certification may be required for certain programs. A broad knowledge of the principles and practices of grants administration and grants compliance is required, experience with Federal grants is preferred.

### **Knowledge, Skills, Abilities and Worker Characteristics:**

- Principles and practices of program management
- Methods and techniques of program development and evaluation
- Principles of supervision including employee training and performance evaluation
- Principles and practices of grant proposal preparation
- Principles and practices of financial record keeping
- Methods and techniques of program marketing and publicity
- Office computer technology and application
- Oral and written communication skills

### **Working Conditions:**

Typical office environment