Title: Coordinator, Special Projects/Programs

Essential Function

Under general supervision from a designated administrator, coordinate designated programs or projects for a specific administrative, department or college unit.

Characteristic Duties

- Develop and manage projects/programs; establish and carry out related goals and objectives.
- Coordinate operational activities.
- Monitor and evaluate progress of projects/programs.
- Act as liaison with appropriate parties, internal and/or external to the University; participate in project development discussions.
- Edit and write reports.
- May develop/edit and publish technical publications, promotional materials, etc.
- May develop and manage associated budget(s).
- May provide direct supervision to exempt and non-exempt staff (i.e., hiring/firing, performance evaluations, disciplinary action, approve time off, etc.).
- Perform related duties based on departmental need.

Minimum Qualifications

- Bachelor’s degree with three (3) years experience; -OR- Associate’s degree with five (5) years experience; -OR- seven (7) years experience. Experience must be in coordinating projects and/or programs. Some positions may require at least one (1) year of supervision experience.

Last updated: May 2008

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