**Title** Program Coordinator

**Pay Scale Group:** 14

**Essential Function**

Under general supervision from a designated administrator, plan, design, evaluate, modify and coordinate programs for a department or college.

**Characteristic Duties**

Plan, design, evaluate, modify and coordinate programs for a department or college.

Design/create and conduct seminars, classes, workshops or programs.

Develop program objectives and monitor quantitative and qualitative data on progress toward objectives. Review objectives to identify problems and solutions, prioritize solutions and develop action steps for program improvement.

Research and analyze relevant literature, other benchmark information in order to develop grant proposals, new program ideas and propose program changes.

Develop, administer and analyze assessment/evaluation questionnaires. Compile statistics and prepare reports.

Develop and implement a marketing strategy in order to recruit students and program participants.

Interact with staff faculty, external agencies and other university departments.

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 one (1) year experience; -OR- Associate's degree with three (3) years experience; -OR- five (5) years experience. Experience must be in program coordination.