

The University of Texas at San Antonio

Job Description

Job Title: Senior Program Coordinator
Code: 18102
Salary Grade: 58
FLSA Status: Exempt
Department/Division: Job available in different departments/divisions
Reports To: In accordance with specific departmental policies

Summary

- Function: To perform advanced program administration, development and coordination.
- Scope: Responsible for all phases of program development and coordination of program activities.

Duties

- Typical:
 1. Administers, coordinates and participates in activities involved in assigned programs or projects, including budgeting, scheduling, marketing, training, and evaluating programs.
 2. Develops and implements standard for attainment of program goals and objectives.
 3. Maintain frequent interaction with departments, special groups and external agencies in administering programs. Facilitate the development of new partnerships for various programs.
 4. Evaluates and reports student results. Recommend new policies and procedures for improvement of program activities.
 5. Coordinates staff training and development. Determines work priorities.
 6. Perform other duties as assigned.
- Periodic:
 1. Work on special projects as assigned.
 2. Participate in professional seminars and meetings.

Education

Required	Preferred
Bachelor's Degree	Master's Degree

Other Requirements

Required	Preferred
Ability to interact in a professional manner with faculty, staff, students and the public.	N/A
Excellent verbal and written communication skills.	
Independent decision making and problem solving ability.	
Criminal Background Check (CBC).	

Experience

Required	Preferred
Five years of professional experience in program administration or coordination.	Experience in program development.

Equipment

Required	Possible
Personal computer and standard office equipment.	N/A

Working Conditions

Usual	Special
Usual office environment.	Occasional weekend or evening work. Occasional travel.

Supervision

Received	Given
General from immediate supervisor.	May Oversee assigned support staff.

Accuracy

Proficiency in all phases of the duties performed.
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Security Sensitive

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

Internal Control

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.