

The University of Texas at San Antonio

Job Description

Job Title: Program Coordinator
Code: 8105
Salary Grade: 57
FLSA Status: Exempt
Department/Division: Position available in various departments/divisions
Reports To: In accordance with specific departmental policies

Summary

- Function: To coordinate the operation of programs or projects, exercising independent judgment and authority as required.
- Scope: Responsible for assigned phases of programs, which may include budget decisions, program selection, staff supervision, future planning, and innovation.

Duties

- Typical:
 1. Proposes, evaluates, and coordinates the implementation of programs. Researches new program ideas; proposes program design, which may include grant development and submission.
 2. Plans, schedules and coordinates activities in assigned programs and projects.
 3. Ensures program needs are met through resources planning, tracking and management. Resources include talent, supplies, and facilities.
 4. Produces and distributes program materials. Coordinates marketing and communication activities for program.
 5. Evaluates program activities and makes recommendations for changes and enhancements. Makes recommendations to ensure program evolves as necessary to continue to serve mission.
 6. Maintains tracking and reporting systems to monitor program/ participant progress and results. Provides data and progress/status reporting as necessary for program sponsors and other university personnel. create reports to reflect student progress and program levels; assists in the creation and maintenance of internal controls to protect student confidentiality and program reporting.
 7. Interacts with university departments, special groups and external agencies to coordinate resources and communicate/market programs.
 8. Performs other duties as assigned.

Education

Required	Preferred
Bachelor's Degree in a related field.	N/A

Other Requirements

Required	Preferred
Criminal Background Check.	N/A

Experience

Required	Preferred
Two years experience working with students and/or other groups to plan and coordinate activities and programs.	N/A

Equipment

Required	Preferred
Knowledge of personal computers with standard business software and all standard office equipment.	N/A

Working Conditions

Usual	Special
Usual office conditions.	Some departments require frequent night and weekend test administration.

Supervision

Received	Given
General instructions from supervisor. Determines own work sequence within limits of established policies.	Supervises 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.