***This old UMB job description was created between 2000 and 2014 and is being provided as a template or guide in the preparation of a current job description. The essential functions are general in nature and may not accurately depict the duties of a specific unit. Managers are encourage to update and provide specific duties that are applicable to work being performed in the unit.***

Job Title: **Coordinator, Program**

Job Family: Program Management Sub Family: Business Operations

**Job Summary:**

The Program Coordinator coordinates activities and functions of a designated program to ensure that goals and objectives specified for the program are accomplished in accordance with established priorities, time limitations, funding limitations or other specifications. The Program Coordinator is expected to function independently and exercise discretion to accomplish and improve the programmatic objectives.

**Essential Functions:**

* Coordinates day to day activities of the program with inter-related activities of other programs, departments or staff to ensure optimum efficiency and compliance with appropriate policies, procedures and specifications.
* Prepares periodic reports, manage data collection for events, keep records on program activities, progress, status or other special reports for management.
* Recruits program participants, members and volunteers utilizing most appropriate promotional or marketing methods, such as individual letters, brochures or presentations at meetings.
* Assists in the preparation of proposals for funding and/or funding continuation from outside sponsors.
* Interact and maintain liaison with students, faculty, staff and outside/community agencies in facilitating program objectives. Build and maintain strong relationships with community members and partners in order to grow the programming.
* Schedule, market, and promote events of the program by independently developing promotional marketing materials and event plans.
* May coordinate, monitor or supervise the activities of work study students, volunteers, and contractual employees.
* Perform other related duties as assigned.

**Minimum Qualifications**

Education: Bachelors in related field

Experience: One (1) year administrative/coordinator program experience

Supervisory:

Licensure/Certification:

Other: No subsitution of experience for minimum education requirement.

**Knowledge, Skills, and Abilities**

*Managers may provide prefered knowledge, skills, and abilities as necessary.*

Job Code: E1431C

SOC Code: 131190 IPEDS: Office

EEO6 Code: Professional State Code: 9430507

USM eCode: E40142 AAP Code: 3A