

## **Program Coordinator**

### **Job Code 50036481**

#### **General Description**

Assist in the coordination of the activities of a program, project, team, and/or area within a department.

#### **Examples of Duties**

Assist in the coordination of program activities in a business function, division, or department.

Prepare reports and documentation.

Assist in the coordination of schedules, goals, and activities.

Perform business functions or division or department activities.

Perform other duties as assigned.

#### **Knowledge, Skills, and Abilities**

**Knowledge of:** University policies and procedures; specific functions within a program or department; any laws/regulations/best practices that may be relevant to the incumbent's specific job duties.

**Skill in:** Working as a team member; and effective communication.

**Ability to:** Problem solve and make decisions; interact professionally; prepare clear and concise documentation.

#### **Experience and Education**

To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

#### **Other Requirements**