Program Coordinator II

Job Code 50036532

General Description

Coordinate the activities of a program, project, team, and/or area within a department.

Examples of Duties

Coordinate program activities in a business function, division, or department.
Prepare reports and documentation.
Coordinate schedules, goals, and activities.
Perform business functions or division or department activities.
Perform related work 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