

**HOWARD UNIVERSITY**  
**Position Description**

**POSITION TITLE:** Outreach Coordinator **SALARY GRADE:** HU-10  
**DATE REVISED:** December 1, 2014 **EEO CODE:** 02  
**JOB CODE:** 9066 **FLSA STATUS:** Exempt  
**BARGAINING UNIT:** N/A

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| <b>DEPARTMENT:</b> | <b>POSITION NO:</b>  |
| <b>REPORTS TO:</b> | <b>GRANT:</b> <input type="checkbox"/> No <input type="checkbox"/> Yes |

**BASIC FUNCTION:** The purpose of this position is to coordinate community outreach groups. This position may control office workflow and established office procedures in support of the department. The incumbent typically works at a high degree of independence and uses initiative to carry out regular assignments in accordance with established policies and procedures. This position generally reports to a department manager, assistant/associate director, assistant/associate dean or other senior administrator.

**SUPERVISORY ACCOUNTABILITY:** Involves no responsibility or authority for the direction of others.

**NATURE AND SCOPE:** Internal contacts generally include administrators, faculty, students and staff. External contacts generally include vendors, consultants, visitors and the general public.

**PRINCIPAL ACCOUNTABILITIES:** Perform directives from supervisor to coordinate administrative procedures within department and/or among other offices.

Provide outreach and education about the project in the community, schools, and other settings.

Enter personnel and financial documents with related software applications. Perform data analysis of average difficulty using tables, graphs and basic statistics. Submit final reports to department administrators and/or managers.

Coordinate logistics of all department events and meetings including travel and lodging arrangements, agendas, information packets, parking, amenities etc. and provide on-site guidance to visitors and guests for university related events.

Review catalogs and meet with vendors to order office supplies and equipment. Obtain bids and price quotes from vendors, monitor inventory of supplies.

Responsible for filing correspondence and other items accordingly.

Work with principal, teachers, counselors and community-based organizations to provide schools and study participants with academic and social support services information.

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Perform other job-related duties as assigned.

**CORE COMPETENCIES:** Advanced knowledge of office and administrative practices and principles.

Skill in operation of computers, related software applications (MS Word, Excel, PowerPoint and Access). Knowledge of standard office equipment.

Knowledge and skill in accounting and budgeting techniques and principles.

Ability to communicate effectively orally and in writing with a diverse population. Must be detailed oriented and organized.

Ability to exercise discretion and ensure a high-level of confidentiality.

Ability to establish and maintain effective and harmonious work relations with faculty, staff, residents, students and the general public.

**MINIMUM REQUIREMENTS:** Bachelor's degree in business or administration and 1-3 years of experience. 8 years of related work experience may be substituted in lieu of educational qualifications.

Note: This position description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. The university has the right to revise this position description at any time. This position description is not be construed as a contract for employment.

**SIGNATURES REQUIRED:**

**SIGNED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
Department Manager/Supervisor

**CERTIFIED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
Department of Compensation and Performance Management