

HOWARD UNIVERSITY
Position Description

POSITION TITLE: Program Coordinator **SALARY GRADE:** HU-10
DATE REVISED: December 01, 2014 **EEO CODE:** 02
JOB CODE: 2324 **FLSA STATUS:** Exempt
BARGAINING UNIT: N/A

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

BASIC FUNCTION: 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. This position typically reports to a manager, principle investigator or other department administrator.

SUPERVISORY ACCOUNTABILITY: Has responsibility or authority which is limited to the direction of student or temporary workers.

NATURE AND SCOPE: Internal contacts include administrators, faculty, staff and students both within the department and University-wide. External contacts include government agencies, sponsor representatives, vendors, visitors, officials and the general public.

PRINCIPAL ACCOUNTABILITIES:

- May coordinate, monitor or supervise the activities of subordinates.
- Develop and recommend new or revised program goals and objectives.
- Develop and schedule program work plan in accordance with specifications and funding limitations; oversee daily operations and coordinates activities of program; determine priorities.
- Monitor and approve program expenditures ensuring that budget allocations are not overspent.
- Prepare or assist in preparation of proposal for funding and/or funding continuation from outside sponsors.
- Confer with and advise staff, students and others to provide technical advice, problem solving assistance, answers to questions and program goals and policy interpretation; refer to appropriate department person when unable to respond.
- Coordinate activities of program with interrelated activities of other programs, departments or staff to ensure optimum efficiency and compliance with appropriate policies, procedures and specifications.

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Prepare periodic reports, financial statements and records on program activities, progress, status or other special reports for management or outside agencies.

Evaluate program effectiveness to develop improved methods; devise evaluation methodology and implements; analyze results and recommend and/or take appropriate action.

Review applications or other program documents independently or in conjunction with supervisor to determine acceptance or make decisions pertaining to program.

Recruit program participants, members and volunteers utilizing most appropriate promotional or marketing methods, such as individual letters, brochures or presentations at meetings.

Develop, compile and write communications and promotional literature for distribution such as newsletters, brochures or flyers; coordinates process from development through printing and distribution.

Develop and facilitate workshops, meetings or conferences; coordinate logistics, scheduling and participant communications.

Interact and maintain liaison with students, faculty, staff and outside/community agencies in facilitating program objectives.

Perform other job-related duties as assigned.

CORE COMPETENCIES: Knowledge of issues pertaining to area of assignment.

Knowledge of budgeting and accounting principles.

Knowledge of organizational practices.

Knowledge of supervisory practices and principles.

Skill in organizing work of self and others.

Ability to effectively communicate.

Ability to work effectively with people from a variety of culturally diverse backgrounds.

MINIMUM REQUIREMENTS:

Bachelor's Degree and 1-3 years of related work experience. 8 years of related work experience may be substituted in lieu of educational qualifications.

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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: _____
Department Manager/Supervisor

DATE: _____

CERTIFIED BY: _____
Department of Compensation and Performance Management

DATE: _____