

## **THE UNIVERSITY OF WYOMING JOB DESCRIPTION**

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: [UW Human Resources](#).

*The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.*

**Title:** PROGRAM COORDINATOR

**Reports To:** Designated Supervisor

**UW Job Code:** 3856

**UW Job Family:** 35 - Student Service Management Support

**SOC Code:** 25-9099

**FLSA:** Exempt

**Pay Grade:** 20

**Date:** 4-1-95 (revised 2-19-01; 7-16-01; 7-1-02; 2-13-03; 7-1-04; 7-1-08; 7-1-09; 4-29-15)

### **JOB PURPOSE:**

Assist in the planning, supervision, development and coordination of operations within a designated area/program; advise and counsel students; facilitate and pursue opportunities that will enhance the general welfare of University students within the program.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Develop, coordinate and administer student enrichment/academic programs for all university students.
- Provide individual consultation and problem solving to students, faculty and administrators.
- Coordinate services and programs with other university departments to assure smooth delivery of services, coordinate program efforts and reduce duplication of efforts.
- Provide leadership and advisement for student leadership organizations; coordinate leadership-training opportunities with Directors and Assistant Deans.
- Interpret University regulations relating to all phases of program and make referrals as necessary.
- Hire, train and supervise support staff.

### **SUPPLEMENTAL FUNCTIONS:**

- Participate in planning, maintenance and achievement of departmental goals.
- Provide coordination of special events.
- Serve on committees as appropriate.

### **COMPETENCIES:**

- Strategic Planning
- Collaboration

- Individual Leadership
- Developing Organizational Talent
- Integrity
- Analysis/Problem Identification

## **MINIMUM QUALIFICATIONS:**

Education: **Bachelor's degree**

Experience: **1 year work-related experience**

Required licensure, certification, registration or other requirements: **None**

## **KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of:

- Programs/services available to University students.
- Policies, programs and services affecting disabled students.
- Campus support organizations.
- Project coordination, implementation, administration, and assessment.
- Academic advisement procedures.
- Student development, programs, and activities at the college level.
- Academic standards governing student probation, suspension, and/or expulsion.
- Integrated functions of college-level registrar, admissions, financial aid, and student affairs.
- A range of student life issues and concerns.
- Budgeting, cost estimating, and fiscal management principles and procedures.
- Leadership and advisement principles, procedures, and processes.
- University regulations relating to student life.
- Computers, tools and outer resources within programs.

Skills and Abilities to:

- Effectively lead and work within group processes and interpersonal relations.
- Counsel and advise students.
- Use computers, preferably on a PC, Windows-based operating system.
- Communicate effectively, both orally and in writing.
- Gather data, compile information, and prepare reports.
- Coordinate and organize a variety of programs and services.
- Maintain records.
- Supervise and train assigned staff, including organizing, prioritizing, and scheduling work assignments.
- Examine and re-engineer operations and procedures, formulate policies, and develop and implement new strategies and procedures.
- Work effectively with a wide range of constituencies in a diverse community.

**WORKING CONDITIONS:**

No major sources of discomfort, standard office environment. May need to lift and move items over 20 pounds.

Authorized by Classification/Compensation, Human Resources

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act (exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.