**Job Title:** Coordinator

**Job Code:** 11213

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**JOB SUMMARY**

The Coordinator is responsible for the coordination, development, monitoring, and completion of project initiatives associated with the assigned area.

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**MAJOR DUTIES**

- Coordinates and develops project initiatives to include monitoring completion activities;
- Provides support and meets regularly concerning projects activities, status of project initiatives, and results of evaluating success of project goals;
- Enters and reviews data for reporting requirements and provides data to internal and external customers;
- Develops and/or assists with the development of policies and procedures and recommends changes to effectively meet the goals and requirements of the program;
- Generates reports according to established guidelines;
- Facilitates collaborative committees to achieve project goals;
- Communicates regularly on progress toward project goals and/or required results;
- Develops, implements, and oversees the maintenance of filing, recordkeeping, distribution of materials, and other types of office/program systems;
- Provides outreach and education to the community and local organizations about programs and services available;
- Conducts regular evaluation of services provided and makes recommendations on future direction of project goals;
- Coordinates project related support programs as needed;
- Manages and oversees financial/budget operations of the department;
- Conducts regular evaluation of services provided and makes adjustments as needed;
- Evaluates employees at scheduled intervals upon reviewing of all relevant information;
- Keeps abreast of policies, procedures, and state or federal laws that may impact project initiatives;
- Maintains excellent working relationships with and serve as a liaison to internal and external customers.

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**COMPETENCIES**

- Knowledge of project management in an academic setting
- Knowledge of personal best practices, rules, and testing needs
- Ability to break larger tasks into manageable smaller tasks
- Oral and written communication skills
- Skill in the operation of computers and job related software programs
- Skill in accurate recordkeeping
Organizational skills
Skills in interpersonal relations and in dealing with the public
Decision making and problem solving skills

MINIMUM QUALIFICATIONS

Bachelor’s degree *and* Two (2) years related work experience

Note: Experience may substitute for the degree on a year-for-year basis

PREFERRED QUALIFICATIONS

Preferred qualifications may vary from location to location.