

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, SENIOR

Reports To: Designated Supervisor

UW Job Code: 3681

UW Job Family: 35 – Student Services Management Support

SOC Code: 25-9099

FLSA: Exempt

Pay Grade: 22

Date: 4-1-95 (revised 4-29-15)

JOB PURPOSE:

Coordinate and manage the operational, financial, and personnel functions of a large and/or complex specialized program for a designated department under very limited supervision; advise and counsel students; facilitate and pursue opportunities which will enhance the general welfare of University students within the program.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Coordinate and manage the administrative, financial, and personnel activities of designated large and/or complex program(s).
- Develop, coordinate and administer student enrichment/academic programs for all university students.
- Provide leadership and advisement for student leadership organizations; coordinate leadership-training opportunities with Directors and Assistant Deans.
- Implement program goals and objectives and revise as necessary; develop and enact a comprehensive plan for delivery and assessment of program objectives and goals.
- Coordinate program with other university departments to assure smooth delivery of services.
- Provide guidance and assistance to faculty, staff and students.
- Oversee program efforts and reduce duplication of efforts.
- Hire, train and supervise support staff.

SUPPLEMENTAL FUNCTIONS:

- Participate in planning, maintenance and achievement of departmental goals.
- Serve on committees as appropriate.
- Perform training as needed.

COMPETENCIES:

- Independence
- Individual Leadership
- Strategic Planning
- Judgment
- Quantity of Work
- Initiative
- Collaboration
- Work Prioritization & Management

MINIMUM QUALIFICATIONS:

Education: **Bachelor's degree**

Experience: **3 years 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 students.
- Financial and accounting processing and policies.
- Project coordination, implementation, administration, and assessment.
- Academic advisement procedures.
- 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.
- Procedures and processes associated with the development and dissemination of information related to student programs/services.
- Leadership and advisement principles, procedures, and processes.
- University regulations relating to student life.

Skills and Abilities to:

- Effectively lead and work within group processes and interpersonal relations.
- Problem solve and resolve conflict.
- 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.

- Supervise and train assigned staff, including organizing, prioritizing, and scheduling work assignments.
- Perform training workshops.
- Foster a cooperative work environment.
- 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.

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.