JOB DESCRIPTION

Program Coordinator

Definition of Class
This position is responsible for the planning, coordination and execution of special and recurring projects and programs. The incumbent reports to a Manager-level position or higher.

Examples of Work Performed
Coordinates and participates in assigned special and recurring projects and programs to include planning, development, implementation, and evaluation.

Develops, with minimal guidance, new projects and programs from oral instructions or brief descriptions.

Coordinates the implementation and operation of assigned projects and programs; provides guidance and instruction to staff members and students assisting with project or program.

Confers with University and external personnel in regard to material to be prepared; gathers data from records, reports and/or by interviews; adapts to proper style of presentation.

Prepares reports, news stories, bulletins, newsletters, brochures, videos, presentations and/or other informational material for internal and external distribution; including social media online marketing efforts.

Conducts internal needs assessment related to counselor training.

Assists in research and developing programs related to training and increased effectiveness.

Serves as a liaison to internal and external constituents.

Ensures all assigned tasks are in compliance with University, SEC Conference, and NCAA rules.

Performs related or similar duties as required or assigned.

Essential Functions
The essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Coordinates and participates in the planning, development, implementation and evaluation of programs and projects.

2. Gathers data to prepare presentation of materials and/or reports.

3. Prepares communication tools such as news stories, bulletins, newsletters, brochures, videos, web based materials and/or reports.
Minimum Qualifications
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the University of Mississippi's Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

Physical Requirements:
These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

Physical Exertion: The incumbent may be required to lift up to approximately 20 pounds.

Vision: Requirements of this job include close vision.

Speaking/Hearing: Ability to give and receive information through speaking and listening.

Motor Coordination: While performing the duties of this job, the incumbent is occasionally required to stand; walk; sit; talk or hear; use hands to finger, handle or feel objects, tools or controls: stoop, kneel, crouch or crawl; and reach with hands and arms.

Experience/Educational Requirements:

Education:
Bachelor’s Degree from a four-year accredited college or university.

Substitution Statement:
Related experience may be substituted for education, on a basis set forth and approved by the Department of Human Resources.

Interview Requirements
Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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The University of Mississippi is an EOE/AA/Minorities/Females/Vet/Disability/Sexual Orientation/Gender Identity/Title VI/Title VII/Title IX/504/ADA/ADEA employer. The University complies with all applicable laws regarding equal opportunity and affirmative action and does not unlawfully discriminate against any employee or applicant for employment based upon race, color, gender, sex, sexual orientation, gender identity or expression, religion, national origin, age, disability, veteran status, or genetic information. The University of Mississippi is an “at will” employer. This job description does not constitute an employment contract or negate “at will” employment.