



**TEXAS WOMAN'S**  
UNIVERSITY™

**DATE ISSUED:** 09/05  
**FLSA:** Exempt  
**PTO:** VCS

## ***JOB DESCRIPTION***

### ***TITLE***

Program Coordinator

### ***JOB SUMMARY***

Performs administrative and supervisory work in the coordination, support and development of special programs. Areas of concern include development, financial management and administration, consultation operations, and planning. Work is performed under general supervision and performance is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

### ***ORGANIZATIONAL RELATIONSHIPS***

*Reports to:* Assigned Director

*Supervises:* May supervise program staff, volunteers, and Student Assistants

### ***ESSENTIAL DUTIES - May include, but not limited to the following:***

- Coordinates, manages and implements program related activities, following policies and guidelines.
- Collects and edits data for reports, drafts, or manuscripts.
- Maintains good public relations.
- Coordinates communication materials.
- Directs and develops technical written materials for processes.
- Provides administrative support.
- Develops and maintains an effective record keeping procedure.
- Ensures that support services are provided to the program and community.
- Anticipates needs of the program and develops recommendations for filling these needs.
- Assists in budget preparation.
- Ensures proper reporting and administration of requirements.
- Provides logistical support for all locations.

**ADDITIONAL DUTIES**

- Performs other duties as requested.

**EDUCATION**

Bachelor's degree in an area generally related to program content or assigned responsibilities. Additional job related experience/and/or education may substitute for the required education on a year-for-year basis.

**EXPERIENCE**

Three years experience in a generally related area.

**REQUIREMENT**

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

**KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:**

- Knowledge of modern program administration practices, the methods, resources, and standards thereof.
- Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgement based on an understanding of organizational policies and activities.
- Ability to communicate effectively, both orally and in writing.
- Ability to maintain good working relationships with staff, volunteers, clients, and others.
- Ability to integrate resources, policies, and information for the determination of procedures, solutions, and other outcomes.
- Ability to plan and allocate the work load of employees, providing direct training and supervision as needed.
- Ability to apply budgeting and fiscal planning techniques within financial constraints.
- Ability to use a personal computer and other office equipment, including related university software and email.

**PHYSICAL DEMANDS**

The physical demands described in the Essential Duties and below are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The employee may be required to travel.

**WORK ENVIRONMENT**

All employees are responsible for maintaining an environment that is free from discrimination, intimidation, harassment, including sexual harassment. Work is normally performed in a typical interior work environment.

**SAFETY**

TWU promotes a safe working environment. Employees are responsible for completing assigned tasks safely and efficiently, and supervisors are responsible for creating and maintaining a safe work environment. Employees must report any unsafe work conditions or practices, as well as any near-miss incidents, to their supervisor and Risk Management. Supervisors and employees should ensure that injury/accident reports are submitted to the Office of Human Resources and Risk Management within 24 hours of the incident.

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Employee Printed Name:** \_\_\_\_\_

***Texas Woman's University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.***

***Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, gender, sex,***

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***sexual orientation, ethnic origin, age, veteran's status, or against qualified disabled persons.***

***All positions at Texas Woman's University are deemed security sensitive requiring background checks.***