JOB DESCRIPTION
The UNIVERSITY of OKLAHOMA

Outreach Programs Coordinator III

Job Code: 10046

Salary Grade: 21

FLSA Status: Exempt

Job Family: Community Engagement

Job Subfamily: Outreach

Career Level: Professional Contributor 4

The following statements are designed to outline the general functions and typical responsibility levels associated with positions in this classification. They are not intended to serve as an exhaustive list of specific duties or requirements for individual positions assigned to this classification.

Position Summary

Leads outreach program strategy across a portfolio of community partnerships, setting engagement priorities and directing program design independently. Serves as the senior outreach resource to institutional leadership and represents the university in high-visibility community relationships.

Job Responsibilities

1. Sets outreach program strategy and engagement priorities across a portfolio of community partnerships.
2. Directs the design and launch of new outreach initiatives spanning multiple units.
3. Serves as the senior outreach resource to deans, directors, and institutional leadership.
4. Negotiates and stewards high-visibility relationships with community organizations and external partners.
5. Evaluates program outcomes and redirects effort based on community need and institutional priorities.
6. Mentors outreach coordinators and reviews program plans for consistency and quality.
7. Represents the university in community coalitions, advisory boards, and public forums.
8. Prepares outcome analyses and recommendations for leadership on outreach investment.

Minimum Requirements

Required Education & Experience:

- Education: Bachelor's Degree
- Experience: 7 years

Required Certifications or Licenses:

- None

Verification of education and licensure (if applicable) will be required if selected for hire.

Knowledge, Skills, and Abilities

- Knowledge: Performs duties with expert knowledge of concepts, practices, and procedures within a particular job sub-family and applies a broad perspective to enhance and improve existing processes within the sub-family and, when appropriate, across the broader job family.
- Communication & Collaboration: Communicates complex professional information clearly to varied audiences/stakeholders to accept practices, new concepts, and approaches.
- Problem Solving: Develops new procedures and policies to apply to complex issues; proactively recognizes business needs and impact of issue at hand; identifies and implements new, creative solutions (both short-term and long-term) that may extend beyond assigned job sub-family.
- Autonomy: Often has complete autonomy in decision making for daily activities; frequently has ability to implement new procedures at own discretion.
- Leadership: May supervise a small number of individuals who provide tactical / operational support; people management is a secondary function, not the primary purpose of the role.

Working Conditions

- Combination of office and field/event environments with travel between locations.
- Variable hours including evenings, weekends, and travel to support programs, events, or recruitment activities.
- Occasional lifting and setup of materials or equipment.
- This position has been designated as safety-sensitive.

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