JOB DESCRIPTION
The UNIVERSITY of OKLAHOMA

Academic Program Coordinator

Job Code: 1049

Salary Grade: S08

FLSA Status: Exempt

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.

Job Responsibilities

Responsible for the coordination, development, and implementation of academic programming, student support services, and administrative operations across a range of graduate and/or undergraduate educational initiatives. This position plays a key role in supporting student success and academic quality by serving as a liaison between students, faculty, and institutional departments. The coordinator ensures that programs run efficiently, comply with academic policies, and meet educational objectives through effective planning, communication, data collection and data management.

- Plans and oversees orientation programs, enrichment workshops, and other academic events.
- Designs and delivers educational content, workshops, or instructional sessions for students, staff, or faculty, incorporating evidence-based teaching practices.
- Collects and analyzes academic and program-related data to support continuous improvement
- Provides academic advising, career development support, and remediation for students facing academic challenges
- Participates in student recruitment and admissions, including application review and interviews.
- Maintains accurate student records and manage program data
- Conducts career development sessions including assistance with CVs, personal statements, and job preparation
- Coordinates admissions processes: manage applications, schedule committee meetings, and interview events.
- Supports recruitment by organizing campus visits and representing programs at institutional events.
- Manages financial and administrative tasks including tuition waivers, vouchers, reimbursements (Concur), PCard orders, and office supplies.
- Oversees onboarding and hiring processes for students, trainees, faculty and staff
- Plans events by reserving rooms, coordinating food and logistics, and managing parking and scheduling.
- Maintains and updates program websites, newsletters, and shared email inboxes.
- Coordinates academic deliverables such as symposium materials, abstract books, and reports.
- Assists with preparing reports and documentation for accreditation or program reviews
- Ensures program activities and data collection meet institutional, federal, and accreditation requirement
- Stay informed of current trends in higher education, graduate training, and student support services by attending conferences, webinars, institutional trainings, and peer networks.
- Represent the department or academic programs at institutional meetings, recruitment events, and interdepartmental initiatives.
- Actively participate in departmental, institutional, or program-related committees, task forces, and working groups to support strategic planning, policy development, and continuous improvement efforts.
- Performs other duties as assigned

Minimum Requirements

Education:

- Bachelor's degree in Education, Science, Public Health, Administration, or related field

Equivalency/Substitution: Experience or a combination of education & related experience can be considered in lieu of degree. A one-to-one ratio is used to determine the number of years of experience required in place of a degree.

Experience:

- 3 years of experience in academic program coordination, teaching, student services, higher education administration or related field

Required Certifications or Licenses:

- None

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

Knowledge, Skills, and Abilities

- Strong understanding of graduate education, academic advising, and student support services.
- Excellent organizational, time-management, and multitasking abilities.
- Demonstrated interpersonal and communication skills, both written and verbal.

- Ability to build relationships with students, faculty, and administrative colleagues.
- Proficiency in Microsoft Office Suite, learning management systems (e.g., Canvas), and data tracking tools
- Strong public speaking and group facilitation skills with the ability to engage students in workshops and developmental activities
- Ability to handle sensitive student data and information with discretion and confidentiality.

Working Conditions

- Occasional evening or weekend hours to support program events, orientations, workshops, or recruitment activities
- Ability to sit or stand for extended periods.
- Frequent use of a computer, phone, and standard office equipment
- Occasional travel may be required for training, events, workshops, conferences, and other department related activities

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