JOB DESCRIPTION
The UNIVERSITY of OKLAHOMA

Program Coordinator I

Job Code: 10729

Salary Grade: 18

FLSA Status: Non-Exempt

Job Family: Organizational Administration

Job Subfamily: Program Coordination

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

Supports the day-to-day operation of assigned programs under general supervision, including scheduling, participant communication, and recordkeeping. Prepares routine program documentation and processes standard financial transactions within established procedures.

Job Responsibilities

1. Coordinates logistics for assigned program activities, including scheduling, materials, and space reservations.
2. Responds to routine inquiries from program participants, campus departments, and external partners.
3. Maintains program records, rosters, and files in accordance with institutional retention requirements.
4. Prepares routine program reports, correspondence, and meeting materials.
5. Processes standard financial transactions such as requisitions, reimbursements, and invoices for program expenses.
6. Tracks program expenditures against established budgets and reports variances to the program lead.
7. Collects program data and enters it into designated tracking systems.
8. Supports program events and training sessions, including registration, setup, and follow-up.

Minimum Requirements

Required Education & Experience:

- Education: High School or GED
- Experience: 5 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: Demonstrates proficient working knowledge of routine work processes and tools, and intermediate knowledge of concepts, practices, and procedures.
- Communication & Collaboration: Explains practices, procedures and policies to reach agreement with others outside of the work area.
- Problem Solving: Anticipates, recognizes, and solves routine issues that occur within the team, department or customers without supervisory approval.
- Autonomy: Has responsibility for making minor changes in activities and processes to solve problems or improve effectiveness of area.
- Leadership: May act as lead position within job function and title grouping, providing operational guidance to team members with same or similar work.

Working Conditions

- Standard office environment.
- Prolonged periods of sitting and working at a computer.
- Frequent use of a keyboard and repetitive motion.
- Occasional lifting of up to 25 pounds.

- May experience periods of elevated workload and competing deadlines.

Printed Date: 11/21/2026