JOB DESCRIPTION
The UNIVERSITY of OKLAHOMA

Program Coordinator III

Job Code: 10732

Salary Grade: 21

FLSA Status: 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

Oversees daily operations, staff coordination, and long-range planning for designated programs, working independently. Develops program policies, negotiates grants and contracts, and maintains compliance across multiple funding sources.

Job Responsibilities

1. Develops policies and procedures for designated program operations to support program growth and sustainability.
2. Guides staff on program activities, evaluation processes, and compliance requirements.
3. Negotiates and administers grants and contracts with external funding sources and government agencies.
4. Develops and administers budgets across multiple assigned projects and programs.
5. Plans and oversees project management activities from initiation through completion.
6. Collects and analyzes program data, preparing evaluative reports for stakeholders and funding agencies.
7. Coordinates with coalitions, community partners, and key stakeholders to implement strategic and work plans.
8. Plans and coordinates program events, training sessions, and technical assistance for staff and external partners.

Minimum Requirements

Required Education & Experience:

- Education: Bachelor's Degree
- Experience: 5 years

Required Certifications or Licenses:

- A valid Oklahoma driver's license is required to operate University vehicles. (Employees who do not currently hold an Oklahoma driver's license must be able to obtain one within 30 days of hire.)

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

Knowledge, Skills, and Abilities

- Knowledge: Performs duties with advanced knowledge of concepts, practices, and procedures within a job sub-family and is recognized as a subject-matter resource or specialist within the area.
- Communication & Collaboration: Grows relationships and networks with senior level partners outside of their department who are not familiar with the subject matter.
- Problem Solving: Applies broad knowledge of concepts and procedures to perform complex tasks; identifies problems and solutions independently; identifies and resolves missing information; improves existing processes.
- Autonomy: Mainly works independently and has latitude with decision making with regard to matters of significance.
- Leadership: May lead projects, workstreams, committees, or cross-functional activities without formal supervisory authority.

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.

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