

Program Coordinator

Job Code: 6227

Salary Grade: S07

FLSA Status: Non-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.

Duties and Responsibilities

Coordinates administrative activities of a designated program or programs.

- Coordinates the activities between projects for a department or college and between those projects and other programs on the national or state level. Interfaces with university departments, funding sources, outside organizations and state/government agencies.
- Reconciles accounts and balances financial statement transactions to source documents such as accounts payable transactions, deposits, and inter-university transactions.
- Examines and solves irregularities.
- Assists in the preparation of grants and ensures accuracy.
- Collaborate with the Office of Research Administration, Principal Investigators and other personnel.
- Distributes information to program staff and others.
- Answers questions about the program and its progress as it relates financially.
- Prepares and manages the grant budget for research projects sponsored by outside funding sources.
- Organizes and participates in the analysis of collected data.
- May perform data entry, collect, and clean data.
- Coordinates with the Institutional Review Board to develop protocols and consent forms for research projects.
- Ensures projects are in compliance with University regulations.
- Prepares the program budget. Reconciles accounts, purchases, enters and approves vouchers.
- Responsible for appropriating funds for salaries and other program expenses.
- Monitors departmental accounts, accounts payable transactions, and spending activity.
- Prepares cost and budget transfers, enters requisitions and invoices for payment.
- Prepares the daily deposit of department receipts.
- Develops proposals, negotiating and administering grants and contracts.
- Coordinates administrative functions such as personnel, operational matters and other services.
- Plans and oversees special projects.
- Performs various duties as needed to successfully fulfill the function of the position.

Minimum Qualifications

Education:

Bachelor's degree.

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 related experience.

Certifications or Licenses:

· None

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

Knowledge, Skills, and Abilities

- Knowledge of project management
- Knowledge of accounting process
- Highly organized
- Able to handle multiple projects and deadlines

Working Conditions

Physical:



JOB DESCRIPTION

***The* UNIVERSITY of OKLAHOMA**

Sits for prolonged periods. Communicate effectively. Manual dexterity.

Environmental:

Standard office environment.

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