JOB DESCRIPTION
The UNIVERSITY of OKLAHOMA

Student Program Coordinator Lead

Job Code: 6920

Salary Grade: S09

FLSA Status: Exempt

Job Family: Organizational Administration

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 administration and planning of student programs and services and their delivery.

- Oversees the overall administrative operations and delivery of student programs and services.
- Provides budgetary oversight for program area.
- Supervises program staff, including hiring, firing, training and evaluating performance.
- Plans program development, conducting needs assessments and evaluating program effectiveness.
- Prepares reports, training materials, and other program documentation, directives and communications.
- Interprets policies and procedures and resolves problems.
- Monitors funding sources and writes grant proposals.
- Collects and maintains various forms of data for the program.
- Ensures compliance with regulatory requirements and University policies.
- Makes a variety of presentations and conducts workshops, seminars, classes, and other special programs/events for students.
- Performs various duties as needed to successfully fulfill the function of the position.

Minimum Requirements

Education:

Required: Bachelor's Degree in related field.

Equivalency/Substitution: Will accept 48 months related experience in lieu of the Bachelor's Degree for a total of 84 months experience.

Experience:

Required: 36 months in student programming, student services or closely related experience.

Required Certifications or Licenses:

· None

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

Knowledge, Skills, and Abilities

· Effective verbal and written communication
· Composition and proofreading skills
· Computer skills, including proficiency in navigating and maintaining databases
· Detail oriented for accuracy of data and information
· Highly organized and able to handle multiple projects and deadlines
· Ability to communicate well and build rapport with students, faculty and staff
· Ability to read and interpret policy as well as State and Federal regulations

Working Conditions

Physical:
Sit for long periods of time. Ability to bend, lift, stoop and carry. Ability to engage in repetitive motions.

Environmental:
Standard office environment. Frequent exposure to pressure caused by deadlines and busy periods. Ability to work effectively with a wide range of constituencies.

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