JOB DESCRIPTION
The UNIVERSITY of OKLAHOMA

Program Coordinator Senior

Job Code: 7156

Salary Grade: S09

FLSA Status: Exempt

Job Family: Programs & Grants Family

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

Oversees the administrative activities of a designated program or programs.

- Responsible for daily program operations including staff supervision, program evaluations, and developing long-range plans.
- Collects and analyzes data and prepares reports.
- Ensures compliance with program regulations.
- Plans and coordinates program events.
- Develops and administers budgets for assigned projects and programs.
- Negotiates and administers grants and contracts.
- Plans and oversees project management.
- Develops policies and procedures.
- Performs related duties as assigned or as required to successfully fulfill functions of the position.

Minimum Requirements

Education:

Required: Bachelor's degree.

Equivalent/Substitution: Will accept 48 months of experience in lieu of a Bachelor's degree to equal 96 months of related experience.

Experience:

Required: 48 months of 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

- Highly organized and able to handle multiple projects and deadlines
- Able to effectively evaluate projects/programs and produce comprehensive reports
- Able to supervise staff and communicate directions and expectations effectively
- Must be able to read and interpret policy as well as State and Federal regulations

Working Conditions

Physical:
Sits for prolonged periods. Communicate effectively. Manual dexterity.

Environment:
Standard office environment.

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