JOB DESCRIPTION
The UNIVERSITY of OKLAHOMA

Student Program Coordinator Senior

Job Code: 7253

Salary Grade: S08

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.

Job Responsibilities

Designs, implements, and manages designated student programs and services.

- Assists with program planning, development, and delivery.
- Develops promotional materials and marketing strategies.
- Assists with grant preparation.
- Plans and coordinates activities, events, or special projects.
- Researches, collects, and analyzes data or information and prepares reports or responses to inquires.
- Serves as liaison with offices on and off campus.
- Provides information and counseling to students, facilitating support groups, and advising student organizations.
- Resolves academic problems and evaluates students for proper placement in class levels.
- Conducts workshops, seminars, classes, and other special programs for students.
- Oversees data and record maintenance, to include but not limited to student files, inventory, personnel, and other office files.
- Attends events or meetings and serves on committees.
- May assist in the management of day-to-day operations or supervise program staff.
- Performs various duties as needed to successfully fulfill the function of the position.

Minimum Requirements

Education:

Required: Bachelor's degree.

Equivalency/Substitution: Will accept 48 months related experience in lieu of the Bachelor's degree for a total of 60 months experience.

Experience:

Required: 12 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

- Ability to communicate verbally and in writings.
- Composition and proofreading skills
- Computer skills, including proficiency in navigating and maintaining databases
- Detail oriented for accuracy of data and information
- Highly organized and ability 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. Occasionally walk and stand. 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.

Printed Date: 11/22/2026