JOB DESCRIPTION
The UNIVERSITY of OKLAHOMA

Student Program Coordinator

Job Code: 7276

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.

Job Responsibilities

Assists with planning, development, and implementation of designated student programs and services.

- Assesses the needs of students and helps to develop and implement targeted programs and services.
- Serves as liaison with offices on and off campus.
- Counsels students, facilitates support groups and advises student organizations.
- Assists students in resolving academic problems and helps evaluate students for proper placement in class levels.
- Conducts workshops, seminars, classes, and other special programs for students.
- Maintains records, to include but not limited to student files, inventory, personnel, and other office files.
- Assists with development and administration of office policies and procedures.
- Researches, collects, and analyzes data or information and preparing reports or responses to inquires
- Creates student newsletters, brochures, handbooks and other publications.
- May coordinate or assist in the coordination of special projects or student related events.
- 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 of equivalent experience in lieu of a Bachelor's degree.

Experience:

Required: None

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 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 quickly with students, faculty and staff

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.

Printed Date: 11/23/2026