JOB DESCRIPTION
The UNIVERSITY of OKLAHOMA

Education Program Coordinator

Job Code: 8109

Salary Grade: S08

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 overseeing the day-to-day operations and strategic direction of both accredited and non-accredited residency and fellowship programs. This position ensures compliance with institutional, state, and national accreditation standards while supporting program coordinators, faculty, and trainees. The role requires close collaboration with various stakeholders and accrediting bodies to maintain program excellence, optimize processes, and enhance trainee experience.

- Assists in the planning, development, and implementation of trainee programs and services to ensure quality and effectiveness.
- Supports the preparation of program agreements, grant proposals, budgets, and related documentation
- Coordinates and distributes course and program evaluations.
- Monitors trainee compliance and provide regular updates to program managers and assistants
- Serves as a liaison with college and department contacts for course and faculty approvals
- Collects, analyzes, and synthesizes data to develop comprehensive reports
- Ensures all residency and fellowship programs adhere to ACGME, institutional, and other relevant accrediting bodies¿ standards and requirement
- Oversees the development and implementation of policies and procedures that align with accreditation and institutional guideline
- Monitors key performance metrics and program outcomes, implementing improvement strategies
- Serves a point of contact for residents and fellows for operational or policy-related inquiries
- Assists in the resolution of trainee-related issues in coordination with Human Resources, Graduate Medical Education (GME), and program directors
- Facilitates meetings and communications across stakeholder groups to align goals and share best practices.
- Performs various duties as needed to successfully fulfill the function of the position.

Minimum Requirements

Education:

- Bachelor's degree in Healthcare, Business, Education or related field.

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:

- 0 years of 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 skills
- Excellent interpersonal skills with a collaborative work style
- Computer skills, including proficiency in navigating and maintaining databases
- Ability to communicate well and build rapport quickly with students, faculty, and staff
- Ability to work independently and as part of a team
- Ability to maintain accuracy and attention to detail in documentation and reporting
- Understanding of institutional and program-level accreditation processes and standards
- Familiarity with the structure and function of residency and fellowship programs

Working Conditions

Physical:

- Prolonged periods of sitting at a desk and working on a computer
- Ability to engage in repetitive motion. Communicate effectively

Environmental:

- Standard Office Environment

Printed Date: 10/30/2026