



Education Program Coordinator Senior

Job Code: 8110

Salary Grade: S09

FLSA Status: 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.

Duties and 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.

- Coordinates and supports program planning to ensure the delivery of high-quality courses and services
- Manages enrollment processes for courses and programs, ensuring accuracy and timeliness
- Develops, maintains, and updates project-related web pages and digital content
- Formats and edits documents, ensuring consistency and accessibility for web and print
- Supports the delivery of training sessions, workshops, and educational programs
- Participates in campus and college committees, community events, meetings, and related activities
- Represents the unit at internal and external meetings with stakeholders, as needed
- Prepares reports, tracks program outcomes, and maintains comprehensive program documentation
- Provides guidance, mentorship, and support to junior staff and team members
- May coordinate instructors and presenters for courses
- May coordinate and collaborate with relevant University offices to ensure timely publication and dissemination of materials, as well as to resolve any issues that arise
- Performs various duties as needed to successfully fulfill the function of the position.

Minimum Qualifications

Education:

- Bachelor's Degree in Business, Education, Health, 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:

- 1 year of administrative or program coordination experience.

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
- Ability to build rapport quickly and communicate effectively with students, faculty, and staff
- Strong composition and proofreading skills for clear and accurate documentation
- Proficiency in computer applications, including database navigation and maintenance
- Detail-oriented with a strong focus on accuracy of data and information
- Comprehensive knowledge of program planning, coordination, and evaluation methods
- Highly organized with the ability to manage multiple projects and meet deadlines efficiently
- Ability to read, interpret, and apply policies, as well as State and Federal regulations

Working Conditions

Physical:

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



JOB DESCRIPTION

The UNIVERSITY *of* OKLAHOMA

Environmental:

- Standard Office Environment

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