



## Education Program Coordinator Lead

**Job Code:** 8111

**Salary Grade:** S10

**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.

- Provides program oversight in the absence of the Supervisor, serving as team lead.
- Mentors and coaches lower-level staff, delegates and oversees task completion.
- Coordinates and facilitates programs, ensuring smooth day-to-day operations.
- Assists in the development, implementation, and evaluation of training materials for program facilitators.
- Contributes to the planning and execution of marketing and enrollment strategies.
- Develops and maintains relationships with stakeholders, addressing questions and concerns, and representing the program at partner and stakeholder meetings.
- Collaborates with University offices to ensure timely publication and dissemination of program materials.
- Compiles, prepares, and presents periodic reports and program documentation.
- Assesses and monitors program budgets, making recommendations as needed.
- Assists in setting operational goals, objectives, and standards for unit programs and projects.
- Oversees routine program maintenance and ensures the maintenance, security, and appropriate disposition of confidential records.
- Recommends innovative improvements for program design, delivery, and quality.
- Participates in or leads committees and internal project teams.
- May assist with recruitment and orientation of new employees, students, interns, or clients.
- 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:

- 3 years 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
- Strong understanding of program planning, coordination, and implementation processes, including budgeting, reporting, and evaluation.
- Ability to communicate well and build rapport quickly with students, faculty, and staff
- Composition and proofreading skills
- Proficient in Microsoft Office and other computer applications; skilled in navigating, maintaining, and utilizing databases for data entry, tracking, and reporting purposes
- Detail oriented for accuracy of data and information
- Highly organized and ability to handle multiple projects and deadlines
- Ability to read and interpret policy as well as State and Federal regulations
- Ability to identify issues, analyze root causes, and implement practical solutions in a timely manner.



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

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