



**University of Texas at El Paso  
Job Description**

**Job Code:** 8105  
**Job Title:** Program Coordinator  
**Department:** Job may be available in different departments/divisions  
**Reports To:** In accordance with specific departmental policies  
**FLSA Status:** Exempt  
**Prepared By:** Human Resource Services  
**Creation / Revision Date:** December 10, 2010

**Summary:** Under limited supervision and with moderate latitude for the use of independent judgment, coordinates program related objectives and initiatives, keeps official records, and executes administrative policies determined by or in conjunction with other officials.

**Note:** The primary accountabilities below are intended to describe the general content of and requirements of this position and are not intended to be an exhaustive statement of duties. Incumbents may perform all or some of the primary accountabilities listed below. Specific tasks or responsibilities will be documented in the incumbents' performance objectives as outlined by the incumbents' immediate supervisor or manager. This position is security-sensitive and subject to Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. Must possess a valid driver's license issued by the State where the applicant resides and must be insurable as defined in the UT System BPM 16-05-02, as applicable to the performance of essential duties and responsibilities of the position.

**Statement of Duties and Responsibilities:**

Coordinates administrative procedures for information processing, record maintenance, funding compliance; compiles, verifies and prepares materials and information to comply with required reports, surveys, analysis; administers establishes recordkeeping procedures and monitors records for appropriate information retention.

May assist with grant writing functions to include researching/identifying funding opportunities and generating required documentation.

Coordinates assigned activities and resources; coordinates with others to analyze areas, satisfy planning needs, and document program effectiveness and compliance with appropriate guidelines; works to remove barriers that impede continuous improvement.

Serves as an advocate for the group or program to obtain support for the program(s) both within the department and in the community; designs and creates systems to address specific program goals.

May review and analyze practices and procedures; makes recommendations to ensure established standards are met.

Speaks to groups and organizations to explain services and to promote cooperation and understanding; serves on committees, boards, or councils.

Promotes and consults on establishing organizational missions, planning and policy documents, special programs, and improving or restructuring existing programs.

Coordinates communication efforts/marketing plans for the program by researching and releasing information, through multimedia outlets, to current/prospective clients; develops brochures, newsletter, flyers, booklets, and other publications for internal and external use.

Evaluates effectiveness of support functions and recommends changes.

Assists with identifying support staff needs and recruits; selects and trains personnel; implements disciplinary actions as needed.

Plans and coordinates special events (workshops, seminars, open houses, etc.) on behalf of program.

Knowledge of all Microsoft Office software and able to learn and use institutional software systems.

Complies with all State and University policies.

Other duties may be assigned.

**Supervisory Responsibilities:** Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.



**Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

**Minimum Education required:** Bachelor's degree from four year college or university within area of assigned responsibility.

**Minimum Experience required:** Four years of related experience to the statement of duties and responsibilities; or equivalent combination of education and experience.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.