



Classification Specification for Unclassified Service
Developed for Equal Opportunity

OSU TITLE CODE (FLSA STATUS): 6800 (EXEMPT)

CLASSIFICATION TITLE (PAY RANGE): PROGRAM COORDINATOR (62)

Reports to: Program Director or other designated official

Function Statement:

To participate in the planning, coordinating and implementing of a continuing education/community service program, project or series.

Characteristic Duties: *(These duties are illustrative only.) Incumbents may perform some or all of these duties or other job-related duties as required.*

Act as liaison to faculty and organizations inquiring about programs and clarify policies, procedures and services.

Assist in establishing policies and implementing them as they relate to programs.

Plan the scheduling of events in an assigned program.

Interview, hire, train and evaluate professional and support staff.

Assist in the preparation of articles, proposals, reports and educational materials for publications.

Review and update program curricula.

Participate in research activities in the evaluation and selection of seminar topics, instructional materials, and speakers.

Assist in preparing budgets and monitor expenses for programs.

Explore new areas of training needs and recommend new programs to meet those needs.

Evaluate and authorize payments for materials, facilities, staff and instructional faculty.

Develop and select training materials.

May teach in selected programs.

Supervision Exercised:

Functional supervision is exercised over professional and support staff.

This description is intended to indicate the kinds of tasks and levels of work that will be required of positions assigned to this classification and shall not be held to exclude other related duties which are not mentioned.

Qualifications: (Including license, if any.)

A Bachelor's degree in an appropriate field or an equivalent combination of education and experience is required. Experience in program planning and administration. Experience in the organization of volunteers and program materials is desirable. Teaching experience is desirable. May require special certification or licensure.

This description is intended to indicate the kinds of tasks and levels of work that will be required of positions assigned to this classification and shall not be held to exclude other related duties which are not mentioned.