

**FLORIDA STATE COLLEGE AT JACKSONVILLE
JOB DESCRIPTION, 1996**

PROGRAM COORDINATOR

FLSA STATUS: EXEMPT – PAY GRADE: 19 – C

**JOB FAMILY: MANAGERIAL/SUPERVISORY – ACADEMICS
JOB FUNCTION: MANAGERIAL/SUPERVISORY**

GENERAL STATEMENT OF JOB

The Program Coordinator plans, coordinates and manages one or more college programs. Employees in this class act as liaison with academic program managers and faculty on issues including program development, planning, scheduling, problem solving, scholar success and orientation of faculty. Employee may also coordinate activities with other public entities.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Develops and/or approves proposals for funding from federal, state and private agencies; works closely with resource development officers to develop effective grants.

Plans and develops goals, policies and procedures for one or more college projects/programs; develops grant budgets and approves expenditures and records.

Approves project budgets and oversees expenditures and records; develops project budgets and approves expenditures and records.

Interviews, selects, assigns and evaluates the performance of support staff.

Provides assessment, orientation and registration for students; advises, counsels and guides scholars on personal, academic and professional development.

Responds to correspondence and other inquiries regarding programs/projects and/or grants; maintains open lines of communication with community leaders and organizations with regards same.

Prepares a variety of statistical reports.

Serves on college committees such as scholarships, screening committees, etc; attends seminars, workshops, conferences and work groups as appropriate.

Oversees inventory of state property and coordinates uses of property.

Assists in program developments wherever needed.

Approves work schedules, payrolls, annual and line of duty leave forms and requisitions.

Types, files, answers phones and provides reception work.

Performs related duties, as required.

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SUPERVISION RECEIVED

Supervision is received from the appropriate administrator.

SUPERVISION EXERCISED

Supervision is exercised over assigned staff.

MINIMUM QUALIFICATIONS

Requires a bachelor's degree from an accredited institution supplemented by six (6) years of related experience.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of equipment including computers. Involves some physical effort, such as standing and walking, or frequent light lifting (5-10 pounds); or minimal dexterity in the use of fingers, limbs, or body in the operation of shop or office equipment. Task may involve extended periods of time at a keyboard.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving and receiving instructions, assignments and/or directions.

Language Ability: Requires the ability to read a variety of correspondence, reports, forms, lists, etc. Requires the ability to prepare correspondence, reports, forms, requisitions, etc., using prescribed format. Requires the ability to communicate with a broad array of individuals from various professional backgrounds.

Intelligence: Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form; to acquire knowledge of topics related to occupation.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively with subordinates, co-workers, the public, supervisors, etc.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; to determine decimals and percentages; to perform high school algebra and to utilize descriptive statistics.

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Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in operating modern office equipment and machinery.

Manual Dexterity: Requires the ability to handle a variety of office machines, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress, imposed by frequent deadlines, peak workload, or public/student contact.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear). Must be able to communicate via telephone.

Environmental Requirements: Tasks are regularly performed without exposure to adverse environmental conditions.