FLORIDA STATE COLLEGE AT JACKSONVILLE
JOB DESCRIPTION, 2026

PROGRAM COORDINATOR

FLSA STATUS: EXEMPT – PAY GRADE: 19 – C

JOB FAMILY: EDUCATION AND CAREER
JOB FUNCTION: MANAGERIAL/SUPERVISORY

GENERAL STATEMENT OF JOB

The Program Coordinator provides professional-level coordination, administration, and operational support for assigned college programs, initiatives, grants, and services. The position is responsible for planning, organizing, monitoring, and evaluating program activities; maintaining compliance with applicable regulations and requirements; analyzing and reporting data; supporting stakeholders; and facilitating continuous improvement efforts.

CHARACTERISTIC DUTIES AND RESPONSIBILITES *(depending upon assignment)*

Coordinates the implementation, administration, and evaluation of assigned programs, projects, grants, initiatives, and services to support departmental and institutional objectives.

Plans, organizes, and monitors program activities, schedules, communications, and operational processes to ensure effective service delivery and program success.

Collects, maintains, analyzes, and prepares operational, compliance, enrollment, performance, and other program-related data and reports.

Interprets and applies applicable federal, state, accreditation, grant, and institutional requirements and assist in ensuring program compliance.

Provides advising, guidance, information, and support to students, participants, faculty, staff, employers, sponsors, and other stakeholders.

Develops and maintains effective working relationships with internal and external partners and serve as a program liaison as assigned.

Coordinates outreach, recruitment, marketing, communication, and engagement activities to support program objectives and participation.

Identifies operational issues, evaluate program effectiveness, and recommend process improvements that enhance efficiency, compliance, and customer service.

Monitors program records, files, documentation, and reporting processes to ensure accuracy, integrity, and timely submission of required information.

Provides functional and/or technical direction to student workers, temporary staff, volunteers, or project participants as assigned.

Utilizes a student-centered planning approach in the coordination and delivery of programs and services that prioritize individual student interests, goals, aspirations, and success.

Performs other related duties, as required.

SUPERVISION RECEIVED

Supervision is received from the appropriate administrator.

SUPERVISION EXERCISED

Supervision may be exercised over assigned staff.

MINIMUM QUALIFICATIONS

Bachelor's degree from a regionally accredited institution and two (2) years of related experience in program administration, project coordination, student services, grants administration, compliance, data analysis, workforce development, education, or a related field.

PREFERRED QUALIFICATIONS

Experience in higher education, grant administration, regulatory compliance, stakeholder engagement, reporting and data analysis, and program outreach activities.

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.

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.

Effective: 1996

Revised: 10/27/2026