

Standard Title: **COORDINATOR**

PRINCIPAL ADMINISTRATIVE POSITION EXEMPTION

- ***General Function Statement***

Under administrative direction, the Coordinator oversees the ongoing procedures of an on or off-campus program, setting priorities and organizational structure. Typical programs administered by the Coordinator include programs such as diversity, development, community outreach, client services, planning and project design, and legal compliance. Coordination activities may involve numerous internal and/or external constituencies. In order to execute the program goals and objectives, the Coordinator organizes the skills of diverse people, and formulates functioning groups to simultaneously assure the program's success.

- ***Organization Relationship***

Assistant Director/Associate Director/Director/Head of Unit or Other Administrator
Coordinator
Professional/Technical/Clerical/Student Support Staff

- ***Typical Responsibilities***

1. Administratively responsible for implementing program priorities, setting goals and objectives for subordinates in the ongoing process of a program.
2. Develops systematic approach and maintains efficient and effective daily workflow in an area, and submits reports as assigned.
3. Participates in making decisions that implement the goals and support the mission established by an employing unit or external board.
4. Provides leadership, communicates commitment and sets expectations for staff.
5. Manages human and material resources. Maintains appropriate records. Communicates and follows up on pertinent matters.
6. Serves as a resource person and referral agent; creates links and acts as a liaison to other campus and community groups, expanding internal and external program development.
7. Formulates and recommends policies governing continual evaluation of programs. Recommends and implements changes based on the evaluations. Resolves any existing program problems.
8. Schedules, assigns, and reviews work within the program.
9. Participates in recruiting and selecting staff members and appraising staff performance.