Job Title: Program Coordinator

BCAT Code: 09TXA9  Effective Date: April 1, 2007
Pay Grade: G09  FLSA Status: Non-Exempt  Revision Date: July 1, 2013

General Description
Performs administrative and supervisory work in managing and coordinating a program.

Examples of Duties
- Manages various program aspects, such as location, catering, course content, etc.
- Prepares course materials.
- Creates instructional and participant informational packets.
- Procures facilities, catering, etc.
- Arranges the use of audiovisual equipment and other communications media.
- Administers the program budget; reviews bills and invoices for payment.
- Assists in the hiring procedures.
- Maintains and develops letters of agreement, contracts, and other correspondence.
- Provides course information to participants and potential participants.
- Reviews applications for programs.
- Supervises the program support staff.
- Processes the time sheets for the department.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities
- Knowledge of event or program planning.
- Knowledge of computer software and operations.
- Effective organizational skills.
- Effective time management skills.
- Effective oral and written communication skills.
- Effective supervisory skills.

Minimum GSU Hiring Standards
Bachelor’s degree and one year of related experience; or high school diploma or GED and five years of related experience; or a combination of education and related experience.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.