



## University of Utah Job Description

<b>Job Title:</b> Coordinator, Administrative Pr	
<b>Job Code:</b> 0247	<b>Grade/FLSA:</b> D/Exempt
<b>Updated By:</b> DJV, September 2003	

### Job Summary

Plans and implements activities of a program within a department, ensuring goals and objectives are in accordance with established criteria. Interprets program policies and advises program participants on the application of regulations.

### Qualifications

Bachelor's degree in a related field plus one year directly related experience or equivalency required. Demonstrated ability to work independently, analyze and make decisions related to program content. Strong coordination and organizational skills required to prioritize conflicting deadlines. Demonstrated human relations and effective communication skills are also required.

Care is appropriate to the population served

Applicants must demonstrate the potential ability to perform the essential functions of the job as outlined in the position description.

### Disclaimer

This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the job.

### Essential Functions

1. Oversees daily program operations and coordinates program activities.
2. Develops and implements program goals and objectives.
3. Monitors program quality and effectiveness and researches improvement methods.
4. Establishes program budget; monitors and approves related expenditures and ensures budget goals are met.
5. Assists with grant writing and other fundraising activities.
6. Advises staff, students and others regarding program policies, goals and related technical issues.
7. Prepares reports, financial statements and records on program status and progress for management and outside agencies.
8. Writes and edits program related publications and promotional or educational materials.
9. Oversees others who schedule meetings, seminars and other program related functions.
10. May assign, direct and review work of support staff.

### Problem Solving

This position provides independent coordination and decision making for all activities of a specified program. The program outcome often impacts the University as a whole. Acts as a liaison between internal and external constituencies involved in program activities. Problems arising from these coordination efforts will be addressed by the incumbent who will refer to the manager for issues outside of program policy and procedure guidelines.

## Comments

The staff member must be able to demonstrate the knowledge and skills necessary to provide care appropriate to the age of the patients served on his or her assigned unit. The individual must demonstrate knowledge of the principles of life span growth and development and the ability to assess data regarding the patient's status and provide care as described in the department's policies and procedures manual.

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