**Program Coordinator I P9 Standard Job Description**

**Classification Title:** Program Coordinator I P9

**FLSA Exemption Status:**Exempt

**Pay Grade:** 9

**Job Description Summary:**

The Program Coordinator I, under general supervision, coordinates the planning, development and implementation of assigned program.

**Essential Duties and Responsibilities:**

**40% Program Planning and Implementation**

* Plans and implements program events such as conferences, seminars, lectures, meetings, and workshops.
* Coordinates program communications and marketing.
* Plans and implements programs and assists in their evaluation.
* Responds to inquiries regarding program offerings.

**20% Program Coordination and Support**

* Assists in preparation and monitoring of budgets for programs and events.
* Compiles program statistics.
* Maintains program records and databases.

**10% Staff and Training Management**

* May supervise program staff.
* May develop and update training materials and deliver training sessions.

**10% Funding and Resource Management**

* Assists in identifying funding opportunities.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Qualifications:**

**Required Education:**

* Bachelor’s degree or equivalent combination of education and experience.

**Required Experience:**

* Two years of related experience.

**Required Licenses and Certifications:**

* None

**Required Knowledge, Skills, and Abilities:**

* Ability to multitask and work cooperatively with others.
* Knowledge of word processing, spreadsheet, and database applications.
* Verbal and written communication skills.

**Additional Information:**

**Machines and Equipment:**

* Computer
* Telephone

**Physical Requirements:**

* None

**Other Requirements and Factors:**

* This position is security sensitive
* This position requires compliance with state and federal laws/codes and Texas A&M University System/TAMU policies, regulations, rules and procedures
* All tasks and job responsibilities must be performed safely without injury to self or others in compliance with System and University safety requirements

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[ ]  **Yes**

[x]  **No**

**Does this classification have the ability to work from an alternative work location?**

[ ]  **Yes**

[x]  **No**