**Program Coordinator II P11 Standard Job Description**

**Classification Title:** Program Coordinator II P11

**FLSA Exemption Status:**Exempt

**Pay Grade:** 11

**Job Description Summary:**

The Program Coordinator II, under general supervision, works collaboratively with leadership to plan, develop and implement programs.

**Essential Duties and Responsibilities:**

**30% Program Planning, Implementation, and Evaluation**

* Assists in establishing short- and long-term goals and strategic planning.
* Collaborates with others to create new and expanded programs.
* Plans, implements, and evaluates programs.
* Assists in establishing goals, objectives, policies and procedures.

**20% Fiscal Management and Budget Oversight**

* Oversees daily fiscal and purchasing activities.
* Assists in preparation and monitoring of budgets for programs and events.
* Assists in identifying funding opportunities.

**10% Stakeholder Relationship Management**

* Develops and maintains relationships with stakeholders.

**10% Staff Supervision and Training**

* May supervise program staff.
* Develops and updates training materials and delivers training.

**10% Reporting and Documentation**

* Prepares reports on program activities.

**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:**

* Four 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**

**No**

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

**Yes**

**No** 