Lower Columbia College Position Description

# **Title**

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**Employee: TBD**

**Reports to:**

**Department:**

**Appointment Status:** **Choose an item.**

**Choose an item.**

**Reviewed on:** **Click here to enter a date.**

**Eligible for Telework:**

**Description of Position**

**Duties & Responsibilities**

* Perform other related duties as required

Lower Columbia College Position Description

# **Program Coordinator**

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**Employee: John Doe** (blank if using for recruitment)

**Reports to: Jane Doe**

**Department:** Student Services

**Appointment Status:** **Full-Time Classified**

**Reviewed on:** 12/1/2018

Position Description must be a short, concise and a brief summary of the position (typically one paragraph).

**Description of Position**

Under general direction, the Program Coordinator will perform work using knowledge and experience specific to Student Services. Accuracy, attention to detail and deadlines are important for the Program Coordinator to be successful. This position will also have extensive involvement with students, staff, and the public and/or other agencies so great customer service skills will be practiced at all times.

**Duties & Responsibilities**

* Monitor budget status in line with program activities, plans or priorities; maintain program budgets and initiate corrective action; sign vouchers; receive, process and deposit funds; assist in the preparation of grants and grant proposals
* Provide information and advice to students, staff, program participants and/or the public regarding program content, policies and activities, recommend alternative courses of action; promote the program on campus with outside organizations
* Attend meetings and/or conferences as program representative
* Confer regularly with representatives of off-campus organizations and agencies regarding the interpretation and implementation of program and institutional policies
* Monitor program activities in relation to established program goals; within established program parameters, determine variance from program standards
* Use word processing, graphics, statistical, spreadsheet and/or data base software
* Perform complex scheduling including independently prioritizing needs of program clients
* Direct the work of others
* Perform the duties of Program Assistant
* May make public presentations related to program specialty
* Perform other related duties as required

Duties & responsibilities should be a high-level overview of each duty and responsibility associated with the position.