

JOB DESCRIPTION

PROGRAM COORDINATOR

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| Grade/Class: | University Staff |
| EEOC: | 21 |
| FLSA: | Non-Exempt |
| Reports to: | AZTransfer Executive Director |

Description:

Assists with coordinating activities and functions of Articulation Task Forces (ATFs) and other statewide groups to ensure that AZTransfer goals and objectives are accomplished in accordance with established priorities, time limitations, funding limitations, and other specifications. Under the supervision of the Executive Director, assist with planning, organizing, and coordinating activities, functions, and processes as assigned to support the Arizona transfer model. Perform varied administrative support duties.

Essential Duties:

Under the direction and supervision of the Executive Director, will assist with:

- Coordinating, developing, scheduling, and maintaining the progress of the Articulation Task Forces (ATFs) and other statewide groups within specifications, objectives, and funding limitations.
- Organizing activities of program with interrelated activities of other programs, departments, and staff to ensure optimum efficiency and compliance with AZTransfer bylaws, policies, procedures and specifications within the Arizona transfer system.
- Conferring with and advising transfer facilitators, faculty, and others to provide technical advice, problem solving assistance, answers to questions, and program goals and policy interpretation under the direction and consultation of the Executive Director.
- Preparing periodic reports, financial statements, and records on program activities, progress, statuses or other special reports for Executive Director, and AZTransfer Steering and Executive Committees.
- Developing and facilitating workshops, meetings, conference coordinating logistics, scheduling, and participant communications.
- Executing a variety of office administrative support activities for AZTransfer Executive and Steering Committees, and Executive Director.
- Arranging meetings, conferences, and appointments for AZTransfer Executive and Steering Committees, and Executive Director.
- Interacting and maintaining liaisons with administrators, faculty, staff, and other organizations to ensure ATF and AZTransfer objectives are implemented and managed according to plans.



Knowledge, Skills, and Abilities:

- Knowledge of program coordination and project management practices and principles.
- Knowledge of college transfer and articulation processes and programs.
- Knowledge of budgeting and accounting principles.
- Knowledge of organizational practices.
- Skill in using business and education vocabulary, tact, discretion, and judgement.
- Skill in organizing work of self.
- Skill in effective communication, both verbal and written.
- Ability to work collaboratively with internal and external stakeholders and build relationships with new and existing partners.
- Ability to manage multiple projects and deadlines.

Working Environment & Physical Demand:

- Prolonged periods of both sitting and standing.
- Ability to lift and move heavy objects including program materials.
- Frequent travel within the State of Arizona.

Minimum Qualifications:

Bachelor's degree in field appropriate to area of assignment AND two (2) years of related work experience; OR Six (6) years of progressively responsible administrative/ coordinator program experience; OR any equivalent combination of experience and/or education from which comparable knowledge, skills, and abilities have been achieved.

Preferred Qualifications:

- Experience working with curriculum and transfer articulation in public postsecondary education.
- Familiarity with AZTransfer tools, resources, applications, and services.
- Knowledge of Arizona's public postsecondary educational institutions.
- Demonstrated experience in program coordination and administrative support.
- Desktop publishing experience.

Salary Range:

\$40,000-46,000

This description is intended to be generic in nature. It is not intended to determine specific duties and responsibilities of any particular position. It is not intended to limit in any way the right of supervisors to assign, direct and control the work of employees under their supervision. Essential functions and overtime eligibility may vary based on the specific tasks assigned to the position.

Send cover letter, resumé, names and telephone numbers of three work-related references to: hr@azregents.edu or ABOR • 2020 North Central, Suite 230 • Phoenix, Arizona 85004.

Close date: June 22, 2018