**Program Coordinator Job Description**

April 10, 2018

The Program Coordinators are responsible for the program’s direction, recruitment, assessment and reporting. The coordinator assures that the program is meeting the stated program learning outcomes, is preparing graduates for careers within the field and that the program maintains strong enrollment through the various methods detailed below. Candidates for this position should exhibit strong leadership and communication skills, have the ability to collaborate effectively, yet, be self-motivated and have the ability to work independently with limited supervision. Strong program coordinators are an essential part of both university and student success.

**Key Responsibilities:**

* Continually evaluate and assure the program learning outcomes are being thoroughly assessed and align with the curriculum as well as the career opportunities for the program.
* Collect and Analyze program assessment data, continually evaluating opportunities for program improvement and enhancement.
* Compose annual programmatic assessment plans and reports to be shared with the department chair, college dean and director of assessment.
* Compose the five-year program review report when required by the official program review schedule.
* Actively work to develop and maintain the program’s professional relationships with employers and organizations in the program’s field.
* Actively participate in new student recruitment by clearly communicating program information with admissions staff, participating in recruitment outreach, actively seeking partnership opportunities and assuring that program promotional materials are accurate.
* Actively evaluate program grant and research opportunities.
* Assure that student are receiving quality advising by providing a clear path to graduation that aligns with the student’s long term goals.
* Complete Degree Evaluations for all program graduate candidates.
* Maintain accurate contact information for program graduates to assist with the collection of graduate employment and satisfaction data, as well as building a strong program alumni community.

**Key Performance Standards:**

* Exhibits strong leadership qualities.
* Organized and able to multi-task.
* Ability to communicate effectively and maintain a good report.
* Ability to collaborate effectively with other departments and outside organizations.
* Competent in Microsoft Suite and various other technologies.
* Illustrates self-motivation and the ability to successfully work independently with limited supervision.