Position Profile

Family: Administrative Services
Level: PR5
Position Profile Title: Coordinator-Program Admin
Salary Grade: 4
Salary Range:
  Minimum: $ 41,664.00
  Midpoint: $ 56,184.00
  Maximum: $ 70,704.00

PROFILE SUMMARY:
Positions in this job profile plan, organize, coordinate, evaluate and participate in a program or project; plan and monitor performance against program goals and objectives and ensure program results; interact with internal and external program or project stakeholders to build program support.

DISTINGUISHING CHARACTERISTICS:
The distinguishing characteristic of the Coordinator-Program Admin is the coordination and management of an administrative program. Positions manage the overall program including development, implementation, assessment and outreach. These positions provide subject matter expertise specific to the specific program content.

PRIMARY POSITION RESPONSIBILITIES:
1. Plans, develops, coordinates, administers and executes development, execution and assessment for an administrative program.
2. Manages, and maintains collaborations and partnerships with various OSU departments, and programs as well as resources outside of OSU such as professional organizations to help build and leverage expertise and resources.
3. Provides resources and expertise to internal and external stakeholders including but not limited to serving on campus committees, delivering activities, and serving as an advisor.
4. Researches, compiles, prepares, and composes analysis, data, reports and documents in support of the specialized focus area.
5. May supervise positions that provide support to the program.
6. May manage the program specific budget.

PROBLEM-SOLVING AND DECISION-MAKING:
Problems are varied, requiring analysis or interpretation of the situation. Problems are solved using knowledge and skills, general precedents and best practices.

Decisions may affect a work unit or area within a department; job may contribute to business and operational decisions that affect the department.

Decisions impact:
- Entire University
- Department
- Direct team
- Suppliers and Contractors

ACCOUNTABILITY:
Results are defined by department leadership, division/college and university mission, vision and strategies; existing practices are used as guidelines to determine specific work methods. Carries out work activities independently; supervisor/manager is available to resolve problems.
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May supervise classified or professional faculty employees including plan, assign and approve work; rewards/discipline; respond to grievances; hire/fire (or effectively recommend); prepare and sign performance evaluations/reviews.

May monitor, inform, report, reconcile and/or move funds within budgets.

RELATIONSHIPS WITH OTHERS:
Collaborates and interacts within the Dept/Unit and Externally to:
  - Exchange routine, factual information and/or answer routine questions.
  - Identify needs/concerns of others, determine potential solutions, resolve or redirect appropriately.
  - Develop and maintain relationships with key contacts to enhance workflow and work quality.
  - Exchange detailed information or resolve varied problems.

Collaborates and interacts within the Dept/Unit to:
  - Persuade, gain cooperation and acceptance of ideas or collaborate on significant projects.
  - Resolve conflict, negotiate or collaborate on major projects.
  - Access and/or work with sensitive and/or confidential information.

TYPICAL REQUIREMENTS:
Bachelor degree in field related to program area.

3 years of experience providing administrative support to a program or office.

DISCLAIMER:
The above statements are intended to indicate the general nature and level of work performed by positions within this job profile. They are not designed to contain or be interpreted as an exhaustive list of all duties, responsibilities, skills, and qualifications required of all employees within positions covered by this job profile.