Position Title

Employee Type | CS-Civil Service
---|---
Title Code | 107N
Title/Title Code | Program Coordinator/107N
Pay Range | 37

Function/General Scope

Coordinate the operation of a specialized or technical program. Under general direction, perform work using knowledge and experience specific to the program. Exercise independent judgment in interpreting and applying rules and regulations. Independently advise students, staff, program participants and/or the public regarding program content, policies, procedures and activities; select/recommend alternative courses of action and either: Project, monitor, maintain, initiate and/or approve expenditures on program budgets; OR Have extensive involvement with students, staff, the public and/or agencies in carrying out program activities, and coordinate, schedule and monitor program activities to determine consistency with program goals.

Position Details

Position Summary

The Program Coordinator independently coordinates day-to-day operations of the program which includes: promoting events; preparing financial reports; setting goals; initiating travel; managing accounts payable and accounts receivable; preparing expenditures; and reconciling budgets. The incumbent works collaboratively with internal and external constituencies and provides information and advice regarding WSU policies and procedures.

Job Duties

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<tr>
<th>% of Time</th>
<th>Essential Function</th>
<th>Job Function</th>
<th>Duties</th>
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</table>
| 35 | Yes | Budget Maintenance | -Maintains and prepares projections for program budgets which exceed $900,000 annually.  
-Monitors funds to ensure proper disbursement among program committees.  
-Ensures budget requests are in line with program financial guidelines. |
### Budget Maintenance Cont.

- Collaborates with constituencies to prepare administrative and executive budget requests.
- Creates financial reports which guide project planning and goals of the program.
- Solves any budgetary issues or concerns; ensures all fiscal processes and transactions meet WSU business policies and procedures.

### Program Oversight

- Oversees day-to-day program operations of the program.
- Counsels student executive staff, senators, committees and advisors in program operations, providing "front line" leadership; assures students follow WSU procedures, practices, and policies.
- Ensures all guidelines and policies have been adhered to; investigates discrepancies and reports outcomes to Director.
- Assesses and evaluates effectiveness of programs and initiatives; prepares reports as needed.

### Event Planning & Contracts

- Responsible for contract agreements between program and outside entities.
- Secures best event locations; collaborate with advisors and students in goal setting, monitors activities and expenditure requests for consistency with the program goals and specific program financial guidelines.
- Guides and provides event planning and promotions.
- Creates and processes all performance contracts for program.
- Provides accurate performance agreements and Washington State Invoice Vouchers, secures vendors signatures and presents to Director for approval.
- Processes contract payments through General Accounting office.
- Updates and maintains contracts in database tracking system.
- Prepares reports from database to provide students and advisors with data pertaining to specific events and contracts.

### General Support

- Provides administrative support for annual scholarship, fundraising and development initiatives.
| General Support Cont. | - Answers the main program telephone; greets and directs visitors to the office. 
| | - Prepares correspondence and other documents using Microsoft Office applications. 
| | - Orders office supplies; maintains appropriate inventory levels 
| | - Responsible for archive of records and maintenance of storage areas. 
| 5 | No | - Performs other related duties as assigned. 

**Supervisory/Lead Responsibilities**

- Incumbents may lead or supervise lower level support staff and/or temporary hourly and student employees.

**Position Qualifications**

<table>
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<tr>
<th>Classification Requirements</th>
<th>High school graduation or equivalent AND two years of experience in the program specialty; OR equivalent education/experience.</th>
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<tbody>
<tr>
<td>Position Specific Qualifications</td>
<td>Two years full-time experience coordinating student groups. Must have performed fiscal duties (budget, cash handling, purchasing, travel, payroll) and complex clerical duties in support of their operations.</td>
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</tbody>
</table>
| Preferred Qualifications | - Knowledge of WSU mainframe application systems, such as, BALANCES, PAPR, DEPPS. 
| | - Demonstrated computer skills including proficiency with Microsoft Office applications including Word, Excel, PowerPoint and Outlook. 
| | - Demonstrated working knowledge of Filemaker Pro. |