



<b>Position Title:</b>	Program Coordinator	
<b>Reports To:</b>	Director, Upward Bound/CROP	
<b>Department:</b>	College Reach-Out Program (CROP)	<b>Job Code:</b> 0710
<b>Prepared By/Date:</b>	Jennifer C. Brito/06-11-2008	<b>Job Group:</b> PENC
<b>Approved By/Date:</b>	Carol Nash/06-11-2008	<b>Salary Grade:</b> 13
<b>Revised:</b>	Jennifer C. Brito/05-08-2009	<b>FLSA Status:</b> Exempt

### **Summary:**

The Coordinator is responsible for the program evaluation and day-to-day management of grant activities and supervision of part-time staff for the College Reach-Out Program.

### **Essential Duties and Responsibilities:**

- Designs and implements activities to accomplish program objectives
- Develops cooperative relationships with Campus and College-wide departments and Miami-Dade County Public School's personnel and with community agencies and resource persons, as well as post secondary school personnel to achieve program goals
- Counsels and supervises students in the program
- Performs other related duties as assigned.

### **Knowledge, Skills and Abilities:**

- Knowledge of grant funding policies and procedures and applicable local, state, federal and college policies, procedures and regulations.
- Knowledge of current developments/trends in area of expertise
- Skill in organizing resources and establishing priorities.
- Skill in the use of personal computers and related software applications.
- Good organizational skills and extreme attention to detail
- Possesses strong analytical skills
- Excellent skill in technical writing and possesses excellent command of the English language
- Ability to communicate effectively, both orally and in writing.
- Ability to determine informational needs, to collect and analyze information, and to devise and develop statistical analyses and reports.
- Ability to work with minimal supervision
- Ability to coordinate overlapping projects and deadlines
- Ability to work in a multi-ethnic and multi-cultural environment with students, faculty and staff.

### **Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually quiet.

### **Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to walk and sit.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**Essential Personnel:**

Non-essential

**Minimum Requirements:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Bachelor's degree and four (4) years of related experience including supervisory and grant writing experience

**ACKNOWLEDGEMENT**

I have read and acknowledge receipt of a copy of my job description.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name