Nature of Work

The Coordinator is a four level job series. The use of this job is intended to allocate positions requiring professional level program or project coordination in an academic, research, or public service department reporting to the Vice Chancellors for Academic Affairs Research.

Lower level Coordinators are distinguished from higher level coordinators in that no direct line supervision is required, there is less responsibility for decision making and independent action, and the assigned project/program is of smaller size, scope and complexity. The job is distinguished from Coordinator of Non-Academic Area in that the duties are performed for departments reporting to the Vice Chancellors for Academic Affairs and Research. The primary title code of Coordinator will only be used if coordination duties require 50% effort or more.

Coordinator 1 – little supervision or program management
Coordinator 2 – limited coordination for programs of modes size and scope
Coordinator 3 – independent coordination or management of complex programs which are broad in scope (campus wide), are interdisciplinary (may involve other colleges/universities), or are large and developed programs unique to a special program/project
Coordinator 4 – typically has broad program management and/or supervisory responsibilities related to program.

Examples of Work
(These examples are intended to illustrate the various types of work performed by employees with this title. All work performed by incumbents with this title may not be listed, nor are all of the examples listed performed by every incumbent).

Coordinates a program which provides a direct service for students or in support of an academic department.
Coordinates a program/project in support of research for a department (grants and contracts/ongoing research).
Coordinates a public service program/project for a department.
May perform teaching or research activities.

Minimum Qualifications

Level 1 - Bachelor's degree. Previous related experience is desired.
Level 2 – Bachelor’s degree and 1 year related experience.
Level 3 – Bachelor’s degree and 3 years related experience or Master’s degree and 1 year of related experience.
Level 4 – Master’s degree and 3 years of related experience.