

JOB INFORMATION

Effective Date	10/13/2022
Job Code:	3104
Job Title:	Program Coordinator II
Salary Grade/Structure:	040 - Admin-Professional
Career Level Name:	P2 - Intermediate Professional
FLSA Name:	Exempt
EEO Code:	10-Exec, Admin, Mgmt
Job Function:	
Job Family:	
Job Summary	The Program Coordinator II supports the Center for Faculty Development by providing faculty with a developmental community and high quality developmental activities and resources in the areas of teaching, scholarship, university service, career development, and work-life balance. Under the supervision of the Director, this position leads programs, coordinates events, and communicates with faculty. Also responsible for budgetary and purchasing procedures and supervises student workers.

COMPETENCIES

Competencies

Please refer to the UHCL Human Resources webpage for UHCL core competencies for all eligible job levels.

QUALIFICATIONS

Education

Education Level	Education Details	Required/Preferred	
Bachelor's Degree		Required	
Master's Degree	Degree in Education, Psychology, Human Resources, or related area.	Preferred	

Work Experience

Experience	Experience Details	Required/Preferred	
Some	Minimum three years of education or training experience.	Required	
Some	Four years of education and/or faculty development experience.	Preferred	

Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Preferred
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Knowledge, Skills and Abilities

KSAs	Proficiency
• Working knowledge of education and training principles.	Skilled
• Working knowledge of processes within a higher education environment.	Skilled
• Ability to effectively use Microsoft Office, especially Word, PowerPoint, and Excel.	Skilled
• Skills in communication technologies such as Microsoft Outlook, Constant Contact, and web design.	Skilled
• Ability to communicate professionally with many different audiences.	Skilled
• Ability to work on multiple projects at once and manage multiple deadlines.	Skilled
• Ability to work independently on projects.	Skilled

JOB RESPONSIBILITIES

Campus Security Authority

Remote Work Capable

Essential Functions

Essential Function	% TIME
• Assist Executive Director in coordinating and preparing events including; Faculty Development Day/Week, New Faculty Orientation, Learning Innovators, Writing Retreats, Summer Teaching Academy, Promotion & Tenure Information Sessions, and additional one-time events. Coordination includes, but not limited to, scheduling, reservations, guest speakers, material preparation, food organization, set-up/tear-down, host duties, and attendance lists.	30%
• Make purchases, reconcile, and manage accounts related to CFD and Faculty Senate. Includes requisitions, vouchers, and p-card purchases. Identify purchases for office and event needs. Coordinate with faculty who receive CFD development funds including faculty fellowships, Communities of Practice, CFD research and teaching awards, and mini-fund challenges. Process faculty stipends and coordinates travel for CFD and Faculty Senate.	20%
• Regularly consult with Executive Director on programming, events, fund allocations, awards, fellowships, publicity, faculty resources, and assessment. Have knowledge to operate and represent CFD when Executive Director is not available. Participates in meetings with other UHCL offices, as well as regional and national organizations. Regularly monitors CFD email account and responds as needed.	10%
• Create, maintain, and update records including database of full-time faculty, faculty participation in CFD activities, UHCL Outlook semester distribution lists for adjunct faculty, Constant Contact publicity list, CFD database of faculty funding and awards, CFD library database, CFD Faculty Advisory Board notes. Edit CFD webpages and office marketing.	10%
• Provide administrative services as approved by the Executive Director to Faculty Senate, including Faculty Assembly but excluding Senate committees. Services include taking minutes, room scheduling, material preparation, set-up/tear-down, webpage editing, email distribution lists, and travel. Provide services to Council of Professors for scheduling and maintaining Faculty Club.	10%
• Provide support to CFD Communities of Practice and CFD Faculty Fellows including purchases, attendance, and stipends. Provide services to faculty including CFD equipment check-out and generating CFD faculty participation letters.	5%
• Lead the following CFD programs: October Writing Challenge, February Writing Challenge, Midterm Course Feedback, and others as needed.	5%
• Search for, hire, and manage student workers. Develop schedule for workers and manage timesheets and exceptions. Assign and prioritize tasks. Provide feedback to their development.	5%
• Other related duties as assigned.	5%

PRE-EMPLOYMENT

MVR:	No
Criminal History:	Yes
Physical Exam:	No
Hearing Exam:	No
Pulmonary Function Test:	No

PHYSICAL DEMANDS/WORKING CONDITIONS

Office and Administrative Support

Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting		X				
Carrying		X				
Pushing		X				
Pulling		X				
Climbing		X				
Balancing		X				
Stooping		X				
Kneeling		X				
Crouching		X				
Crawling		X				
Reaching		X				
Handling			X			
Grasping			X			
Feeling		X				
Talking					X	
Hearing					X	
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

Working Environment

Working Condition	N/A	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise			X		
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Travel Requirements

Estimated Amount	Brief Description