



Savannah State University Position Description – Program Coordinator

POSITION DESCRIPTION

Position Title: Program Coordinator FLSA Status: Exempt
Reports to: Project Director
Department: Talent Search
Date Prepared: June 2003

BASIC FUNCTION

This position exists due to the need to have a coordinator in place to manage, plan and implement all grant fund activities. It also serves as a liaison for target school administration, university administration and community partners associated with the grant.

NATURE & SCOPE

Reporting to the Project Director, the Program Coordinator must manage and maintain grant budget and expenditures with guidance from the budget office, as well as from the Executive Director of ACCESS Program.

This position is expected to plan, develop, and implement grant goals and objectives. Due to the fact that Gear-Up is a grant funded program which relies heavily on support and direction from administration within the schools we serve, at times it can be difficult to have tasks accomplished in a timely fashion because of the amount of people that need to sign off on proposals for the program events.

The incumbent is in frequent contact with assigned schools and also spends significant portion of time supervising other personnel assigned to the Gear-Up program.

PRINCIPAL ACCOUNTABILITIES

- Plans, directs and implements all grant activities.
- Liaison for target middle and high schools as well as university administration.
- Recruits, hires, trains and supervises program staff members.
- Manages budget and project expenditures.
- Compiles information and report on project accomplishments.

SPECIALIZED KNOWLEDGE AND EXPERIENCE REQUIRED

This position requires an advanced degree (J.D., Ph.D., Master's, etc.) A degree in education or counseling would be beneficial.