



JOB TITLE:	Program Coordinator	
OFFICE:	Workforce Development & Community Education	
NU:	Unrepresented	
FLSA STATUS:	Exempt	
Salary Category:	IV	
Grant Funded:	Yes: <input checked="" type="checkbox"/>	No: <input type="checkbox"/>

**POSITION SERIES**

N/A

**POSITION FUNCTION & SCOPE**

Under the general direction of the Project Director, the Program Coordinator is responsible for the delivery and oversight of quality healthcare focused training programs within a designated county of jurisdiction for the SUNY Schenectady County Community College (SCCC) for the Upstate Partnership for Healthcare Pathways (UPHP). The Program Coordinator will work in conjunction with the Project Director, SCCC and partner agency staff to implement, develop, monitor and oversee programming related to the grant. The incumbent will be engaged in the day to day operations of all phases of programming within the specified geographic county; and work collaboratively with other Program Coordinator(s) and staff to communicate and share best practices to facilitate the most efficient and effective means of program supervision. The Program Coordinator is a full time grant funded position.

*Supervisory Responsibility*

The incumbent does not have supervisory responsibilities.

**DUTIES & RESPONSIBILITIES**

- Develop and sustain a working relationship with the UPHP consortium partners and other stakeholders as necessary.
- Monitor the performance of the agencies as it relates to contractual obligations and performance outcomes including but not limited to fiscal activities, and communicate results to Project Director for appropriate action.
- Participate in monthly project partner meetings to assist with the monitoring and evaluation of grant outcomes.
- Communicate with other Program Coordinator(s) within SCCC and UPHP to share best practices on partner agency oversight and supervision.



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- Supervise the day to day operations of the programmatic delivery including but not limited to course and site development, scheduling of classes and clinical site rotations, instructor monitoring, and data quality control activities on the federally sponsored reporting system associated with the grant.
- Work with both Credit and Non-Credit students to assist and facilitate admission and provide ongoing academic guidance to achieve the students' educational goals within the parameters established by the funding source
- Create and oversee a measurable public awareness campaign towards individuals and businesses of the UPHP initiatives and goals working in tandem with other SCCC faculty/staff and project partners.
- Assist Project Director in authoring narrative and budget reports for delivery to the funding agency and other stakeholders as necessary.
- Assist Project Director in facilitating dialogue and communication with the UPHP Advisory Committee and other healthcare industry stakeholders to evaluate programmatic and occupational training suggestions.
- Research healthcare industry trends and make recommendations to the Project Director based on established evidence-based facts for program development and implementation.
- In the absence of the Project Director and working in communication with the Vice President for Workforce Development and Community Education, communicate with the funding agency on an as needed basis.
- Develop and implement programming that can continue to sustain successful outcomes of the project without additional funding from a grant source.
- Other programmatic, fiscal and administrative duties as assigned.

## Qualifications & Skills

### *Job Requirements*

- Ability to build, sustain and nurture collaborative relationships
- Strong written and verbal communication skills
- Exceptional organizational skills and attention to detail to handle complex projects
- Strong skills in program delivery and supervision to provide leadership and accountability
- Solid technology skills in desktop and web based applications
- Ability to work independently and as part of a team



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## Education & Experience

### *Minimum Requirements*

- Bachelor's Degree
- Minimum of one year experience in coordinating administrative and programmatic activities within a large scale grant program
- Demonstrated experience in working collaboratively with partner agencies or organizations to achieve unified outcomes or goals
- Demonstrated experience in education, training, healthcare or social service field
- Experience in working with diverse populations
- Foundational understanding of healthcare career trends and occupations

### *Preferred Requirements*

- Master's Degree
- Experience working with Temporary Assistance to Needy Family (TANF) population
- Knowledge of TANF regulations
- Fiscal management experience within a grant program