

	Prior 7/1/2004	After 7/1/2004
Class Code:	Varies	9225
Title:	Coordinator	Coordinator
Pay Grade:	N/A	N/A
Pay Band:	N/A	Professional
FLSA:	Exempt	Exempt

UNIVERSITY OF WEST FLORIDA POSITION SPECIFICATION

Title: Coordinator

Job Summary:

This is work performing academic/administrative support, student services, and other professional activities and is responsible to a Director or an appropriate Administrator.

Example description of duties (not all inclusive):

Plans, coordinates, and manages one or more program(s).

Coordinates, trains, supervises, and/or manages the activities of others to accomplish goals.

Coordinates resources and initiates actions within established guidelines to achieve unit/departmental objectives.

Recommends and/or makes decisions that may affect activities, programs, groups, and/or departmental operations.

Provides input into the budget planning process and/or responsible for controlling and recommending budget expenditures.

Interprets policies and procedures and recommends new and improved programs.

Provides input on employment and termination decisions (hiring, promotions, pay increases, termination, and performance reviews).

Specific job functions, position qualifications, knowledge, skills and abilities are listed on each position's job questionnaire.

Minimum Qualification Requirements:

Master's degree in an appropriate area of specialization; or a bachelor's degree in an appropriate area of specialization and two years of appropriate experience.