

Job Description
Program Coordinator (PC)
College of Arts, Sciences, and Education

The role of each program coordinator (PC) is to serve as a liaison between the college dean and the program(s) he/she represents, as well as and to serve in the best interest of his/her student majors.

The PC will serve as a liaison between the college dean and the program(s) he/she represents by:

1. Providing communique from the college dean to their program faculty, as well as for articulating the interests and concerns of their program and program faculty to the college dean.
2. Leading their program faculty to coordinate the development and/or maintenance of their programs' curricula, pedagogy, course schedules, two-year schedules, degree plans, assessment, and budget.
3. Working with their program faculty to ensure their programs are adequately represented at various college, university, and community meetings and functions as necessary.
4. Meeting regularly and independently with their program faculty and with their college dean (meetings between the PC and his/her program faculty will significantly reduce, and potentially eliminate, the necessity for program-wide all-faculty college meetings) and by maintaining an additional 2, 4, or 6 office hours for small, medium and large programs, respectively.

The PC will serve in the best interest of his/her student majors by:

1. Working collaboratively with their program faculty, as well as with the Success Center, to ensure their student majors are advised accurately and appropriately for the degree being sought.
2. Serving as a point-person for addressing and resolving the concerns of their student majors as they relate to the program and program faculty. (Students unsatisfied with the PC's resolution may request to speak with the college dean but only after a formal appeal has been filed.)