

PROGRAM COORDINATOR

Posting Details

Posting Number	SRGV4967
Working Title	PROGRAM COORDINATOR
Number of Vacancies	1
Location	Edinburg, Texas
Department	Sustainability
FTE	1.0
FLSA	Exempt
Scope of Job	To assist in the operation of the Office for Sustainability programs and/or multiple projects, exercising independent judgment and authority as required. Responsible for all phases of the programs, including budget recommendations, program selection, staff supervision, recommendations for future planning, and innovation.
Description of Duties	<ul style="list-style-type: none"> • Coordinates programs to ensure that implementation and prescribed activities are carried out in accordance with specified objectives. • Supervises and manages the day-to-day activities and personnel of the assigned programs. • Develops and supervises the implementation of multiple projects or programs. • Participates in budget planning and is responsible for controlling expenditures in accordance with budget allocations for the program. • Assists others in writing and developing proposals for funding grants. • Coordinates the various activities of the program. • Coordinates long and short-term programs, including performing feasibility studies and estimating the cost of the program. • Represents department in official functions. • Reviews program records and reports of activities and recommends modifications to methods or procedures as required. • Drafts brochures, letters, agendas, and contracts. • May plan, develop, organize, and coordinate research and survey designs. • Attends meetings, conferences, and seminars related to the program's mission and goals. • Supervises and organizes seminars, conferences, and presentations. • Provides appropriate reports as required for the project or program. • Provides ongoing staff development, on site demonstrations and field-based experiences related to project or program. • Conducts formal training or gives instruction regarding program policies and procedures. • Develops, cultivates, and maintains working relationships with internal/external departments/agencies and other organizations associated with and/or receiving benefit from the program. • May coordinate and oversee tutorial, counseling, teaching, and/or training activities of the program. • Performs other duties as assigned.
Supervision Received	General direction from the assigned supervisor.
Supervision Given	Supervises assigned staff.
Required Education	Bachelor's degree in a related field from an accredited university
Preferred Education	Master's degree in Sustainability or with a Sustainability focus preferred
Licenses/Certifications	None.
Required Experience	<ul style="list-style-type: none"> • Three (3) years of experience performing closely related duties, including program planning/coordination or related experience in sustainability programs, or • One (1) year of the required experience with a Master's degree, or

- Five (5) years of the required experience with an Associate Degree or 60 hours of College Credit, or

Preferred Experience	N/A
Equipment	As specified for the particular job.
Working Conditions	Needs to be able to successfully perform all required duties. Normal office or classroom or outside environment. Some travel and weekend work are required. Project or program may require ability to drive a car for local or distant travel for consultation, training, meetings, or on-site demonstrations. Must be able to bend, stoop, reach and lift for retrieving/maintaining files and for setting up multimedia equipment. Must be able to move between buildings, offices, and classrooms.
Other	Ability to interact in a professional manner with faculty, staff, students, and the public. Excellent verbal and written communication skills. Demonstrated interpersonal skills. Independent decision-making and problem-solving ability. Must demonstrate effective project promotion skills, and, the ability to develop and maintain strong working relations with internal and external agencies and entities.
Physical Capabilities	N/A
Employment Category	Full-Time
Minimum Salary	Commensurate with Experience
Posted Salary	Commensurate with Experience
Position Available Date	03/29/2021
Grant Funded Position	No
If Yes, Provide Grant Expiration Date	
EEO Statement	It is the policy of The University of Texas Rio Grande Valley to promote and ensure equal employment opportunities for all individuals without regard to race, color, national origin, sex, age, religion, disability, sexual orientation, gender identity or expression, genetic information or protected veteran status. In accordance with the requirements of Title VII of the civil rights act of 1964, the title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, as amended, our University is committed to comply with all government requirements and ensures non discrimination in it's education programs and activities, including employment.
Special Instructions to Applicants	<p>Dear Applicant,</p> <p>Human Resources will not be held responsible for redacting any confidential information from the documents you attach with your application. The confidential information includes the following:</p> <ul style="list-style-type: none"> *Date of Birth *Gender *Ethnicity/Race <p>Please make sure that you omit this information prior to submission. We are advising that Human Resources will be forwarding your application to the department as per your submission. The University of Texas Rio Grande Valley reserves the right to discontinue accepting applications prior to the stated close date of this position, after meeting the posting requirement of three (3) calendar days.</p> <p>If you have any questions, please visit our Careers site at https://careers.utrgv.edu for detailed contact information.</p>
Additional Information	<p>UTRGV is a distributed location institution and working location is subject to change based on need.</p> <p>All UTRGV employees are required to have a criminal background check (CBC). Incomplete applications will not be considered.</p> <p>Substitutions to the above requirements must have prior approval from the Chief Human Resources Officer.</p>
Quick Link	https://careers.utrgv.edu/postings/27847

Posting Supplemental Questions

Required fields are indicated with an asterisk (*).

1. * Are you a current UTRGV employee?
 - Yes
 - No
2. * Are you now, or previously, employed by The University of Texas System or any of its institutions?
 - Yes - I currently am employed by the UT System or its institutions
 - Yes - I have previously been employed by the UT System or its institutions
 - No - I have never been employed by the UT System or its institutions
3. * Please select your highest level of completed education.
 - 6th grade education
 - 10th grade education
 - High School Diploma or GED
 - Associates Degree, Technical, or Trade School Degree/Certification or 60 Hours of College Hours
 - Bachelors Degree from an accredited university
 - Masters Degree from an accredited university
 - Ph. D. or other terminal degree from an accredited university
 - None of the above
4. * Please provide the field of study for your education:
(Open Ended Question)
5. * Please indicate the number of years of full time work experience you have directly related to the position in which you are applying for:
 - Less than 1 year
 - 1 year
 - 2 years
 - 3 years
 - 4 years
 - 5 years
 - 6 years
 - 7 years
 - 8 years
 - 9 years
 - 10 years
 - Over 10 years
6. * Do you meet the minimum requirements for this position?
 - Yes
 - No

Applicant Documents

Required Documents

1. Resume

Optional Documents

1. Cover Letter/Letter of Application
2. Curriculum Vitae
3. Unofficial Transcripts
4. Reference Letter 1
5. Reference Letter 2
6. Reference Letter 3
7. Certifications and Licenses
8. Training Certificates
9. Other Document
10. List of 3 References
11. Unofficial Transcripts 2
12. Unofficial Transcripts 3

13. Letter of Interest
14. Unofficial Graduate Transcripts
15. Additional Document