

# Program Coordinator



**Job Code**  
**629X06**

**FLSA Status**  
**Non-Exempt**

**Position Number**

## Campus Location

Statesboro

## Position Summary

Assist with development, planning, communication, implementation, and assessment of sustainability programming for Georgia Southern University. Work with the Office Leadership and Community Engagement to oversee operations of existing programs and develop new programs as needed to further sustainability education and engagement.

## Duties & Responsibilities

- Develop and present social and environmental sustainability educational programming to support positive behavior change in students, staff, faculty, and greater community.
- Supervise graduate assistant(s) and undergraduate students that support sustainability educational programming to engage the campus community.
- Create and maintain events, programming budget, spreadsheets, programs, production timelines, and checklists for sustainability educational programming and volunteers.
- Assists with marketing and communication associated with sustainability educational programming.
- Assist in the coordination of Sustainability Fee Grant process, materials, outreach, and marketing.
- Develop beneficial external partnerships and serves as liaison to support broader goals for sustainable systems on campus
- Represent the Office of Leadership and Community Engagement as well as the University at recruiting events, open houses, and when contacting other departments and outside organizations.
- Coordinate the assessment of sustainability programming as it supports departmental, divisional, and university goals.
- Perform related duties as assigned to support the mission of the University.

## Minimum Education & Experience Requirements

- Bachelor's degree
- Three (3) or more years of related work experience which could include professional work experience, graduate assistantship experience, and/or appropriate collegiate experience

## Preferred Qualifications

- Supervisory and program management experience

## Professional Knowledge, Skill & Abilities

- Consistently exhibit engaging customer service
- Demonstrate commitment to inclusiveness by working well with diverse populations
- Use effective communication and human relations skills
- Navigate web access and email with or without reasonable accommodation
- Proven proficiency with computers including Microsoft Office, Google, and/or applications as required for specific position
- Demonstrate appropriate organizational skills as required for specific position
- Adhere to University policies and procedures to meet Institutional goals and support University's mission for student success
- Exhibit engaging customer service
- Ability to work well in a diverse environment
- Excellent verbal and written communication skills
- Demonstrated organizational and human relation skills
- Proficiency with computers and Microsoft Office applications
- Understanding of procedures and willingness to follow University policies to meet institutional goals

- Knowledge with the principles and practices of program management
- Experience in program management and efficiencies
- Demonstrated experience with methods and techniques of program development and evaluation
- Ability to train others
- Experience with grant proposal preparation
- Experience/skills in financial record keeping
- Experience in program promotion
- Proven ability to write concise reports
- Ability to build relationships with external and internal agencies/constituents

## Physical Job Requirements

- Must be able to perform duties and responsibilities with or without reasonable accommodation.
- Ability to maneuver 40 lbs, walk long distances and stand for long periods of time
- Work in an office setting and outside coordinating events
- Ability to work flexible time which can include evenings and weekends

### Conditions of Employment

- Offers of employment are contingent upon completion of background investigation including a criminal background check demonstrating your eligibility for employment with Georgia Southern University, as determined by Georgia Southern University in its sole discretion, confirmation of the credentials and employment history reflected in your application materials and, if applicable, a satisfactory credit check. Applicants may be subject to a pre-employment drug test.
- Offers are made expressly subject to the applicable federal and state laws, to the statutes, rules and regulations of this institution and to the Bylaws and Policies of the Board of Regents (BOR) of the University System of Georgia (USG), which are available for your inspection upon request.

### Reports to

Associate Director