

Northern Arizona University

Job Description

Job Title:

Program Coordinator

Job ID:

600734

Location:

Sociology & Social  
Work

Special Information

\*\*\* The job title and description for this position has changed. If you previous applied for Program Coordinator, Sr position there in no need to apply again. \*\*\*

Position is grant supported and subject to the availability of funding. Not subject to lay off or recall status.

Job Description

- \* Provides assistance in the area of project management including maintenance, coordination, and monitoring of student application materials, tuition authorizations, files, and databases
  - \* Coordinates student interviews and meetings
  - \* Data collection and input;
  - \* Coordinates project and field unit expenditures and financial tracking;
  - \* Coordinates maintenance contracts for equipment;
  - \* Provides general, research, and project management support.
  - \* Updates and maintains the project website and oversees project accounting and budget management.
  - \* Prepares budget proposals and recommendations and establishes budget control system for controlling expenditures; controls expenditures in accordance with budget allocations; recommends equipment and resources for program.
  - \* Prepares periodic reports, financial statements and records on program activities, progress, status or other special reports for management or outside agencies.
  - \* Develops, compiles and writes communications and promotional literature for distribution such as newsletters, brochures or flyers; coordinates process from development through printing and distribution.
  - \* Coordinates logistics, scheduling and participant communications for meetings, workshops, or trainings.
- Monitors a variety of account expenditures; maintains and reconciles detailed budgets for various accounts; advises and/or determines which expenditures are within the budget guidelines; informs management of irregularities and proceeds with corrective action.
- \* Organizes and/or prepares project administrative and financial reports; analyzes, summarizes and interprets information; recommends action to be taken.
  - \* Evaluates and recommends operational changes to project to ensure effectiveness and compliance with University policies and regulations.
  - \* Prioritizes and arranges meetings, conferences and appointments for unit administrator; makes necessary travel reservations and itineraries; determines and prepares background materials needed.
  - \* Investigates, evaluates and resolves typical administrative/operational problems or

situations impacting staff/faculty work unit.

#### Minimum Qualifications

- \* Bachelor's degree in field appropriate to area of assignment AND two years administrative/coordinative program experience; OR,
- \* Six years of progressively responsible administrative coordinative program experience; OR,
- \* Any equivalent combination of experience, training and/or education.

#### Preferred Qualifications

- \* Experience with budget management.
- \* Demonstrated ability to work collaboratively with different constituencies e.g. administrators, faculty, staff and students.
- \* Familiarity with policies and procedures related to public sector budgeting, accounting, and personnel.
- \* Experience with spreadsheet word processing and automated financial systems.
- \* Masters degree in related field.

#### Knowledge Skills and Abilities

- \* Knowledge of office and administrative practices and principles.
- \* Knowledge and skill in accounting and budgeting procedures and techniques.
- \* Skill in the use of personal computers and software.
- \* Ability to problem solve and make decisions.
- \* Ability to effectively communicate.
- \* The ability to work effectively with people from a variety of culturally diverse backgrounds.

#### General Information

The Child Welfare Training Project at Northern Arizona University is a collaborative effort between the Northern Arizona University Social Work Program and the Arizona Department of Economic Security, Division of Children, Youth, and Families. The goal of the project is to recruit and train bachelor's level social workers to be competent Child Protective Services workers. The mission is to prepare social work students to be effective and competent child welfare workers who are able to promote the well-being of the children and families involved in the public child welfare system.

This position has been identified as a safety/security sensitive position. Therefore, per AZ Revised Statute, Northern Arizona University requires satisfactory results for the following: a criminal background investigation, employment history investigation, degree verification (in some cases) and fingerprinting.

Additionally, as an employer in the state of Arizona, NAU is required to participate in the federal E-Verify program that assists employers with verifying new employees' right to work in the United States.

#### Salary

\$42,000.00

## FLSA Status

Exempt

## Benefits

This is a Classified Staff (CLS) position. NAU offers an excellent benefit package including generous health, dental and vision insurance; participation in the Arizona State Retirement System; paid vacation and 10 holidays per year; and tuition reduction for employees and qualified dependents. More information on benefits at NAU is available at [www.nau.edu/hr](http://www.nau.edu/hr). Classified Staff employees are in a probationary status for their first six months at NAU.

Employees offered a position will be eligible for state health plans (including NAU's BCBS Plan). New employees are eligible for benefits on the first day of the pay period following their enrollment, after their employment date. Employees will have 31 days from their start date to enroll in benefits. Additionally, new employees will begin participating in the Arizona State Retirement System, and the long-term disability coverage that accompanies it, on the first of the pay period following 6 months after the new employee's start date. More information is available at:

[http://hr.nau.edu/benefits/elig\\_enroll](http://hr.nau.edu/benefits/elig_enroll)

Application Deadline

March 4, 2014 at 11:59 pm.

## How to Apply

To apply for this position, please click on the "Apply Now" button on this page. You must submit your application by clicking on the "Submit" button by midnight of the application deadline. If you need assistance completing your application there are instructions available on line at <http://hr.nau.edu> or in person in the Human Resources Department located in Building 91 on the NAU Campus - on the corner of Beaver and DuPont Streets.

If you are an individual with a disability and need reasonable accommodation to participate in the hiring process please contact the Affirmative Action Office at 928-523-3312/TDD - 928-523-1006 or PO Box 4083, Flagstaff AZ 86011.

Equal Employment Opportunity

Northern Arizona University is a committed Equal Opportunity/Affirmative Action Institution. Women, minorities, veterans and individuals with disabilities are encouraged to apply. NAU is responsive to the needs of dual career couples.

Full/Part Time:

Full-Time

Regular/Temporary:

Regular