

THE UNIVERSITY OF WYOMING JOB DESCRIPTION

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: [UW Human Resources](#).

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Title: COORDINATOR, STUDENT ACTIVITIES/PROGRAMS

Reports To: Designated Supervisor

UW Job Code: 3784

UW Job Family: 35 - Student Service Management Support

SOC Code: 25-9099

FLSA: Exempt

Pay Grade: 21

Date: 3-18-99 (revised 7-1-02; 2-20-03; 7-1-04; 7-1-08)

JOB PURPOSE:

Provide leadership, coordination, and advisement for University of Wyoming students and designated programs/activities; develop or enhance designated activities and programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Develop or enhance activities and programs as designated by the Director or his/her designee.
- Provide leadership and advice to designated student activities and/or programs.
- Coordinate activities or programs through the appropriate channels and ensure program safety and appropriateness of themes for student activities.
- Develop and monitor assigned budget activities.
- Administer University of Wyoming policies, procedures and department regulations or guidelines for programs and activities.
- Supervise event and program activities following objectives and goals for programs and activities.
- Evaluate program or activity success and determine what changes should be recommended for future activities and events.

SUPPLEMENTAL FUNCTIONS:

- Provide training to program and activity support staff.
- May serve on committees.
- Assist with the operations of the designated area, as directed.

COMPETENCIES:

- Individual Leadership
- Strategic Planning
- Innovation
- Safety Awareness

- Integrity
- Developing Organizational Talent

MINIMUM QUALIFICATIONS:

Education: **Bachelor's degree in a related field**

Experience: **2 years work-related experience**

Required licensure, certification, registration or other requirements: **None**

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Student programs, activities, and events management.
- Budget monitoring and management of funding.
- Student development, programs and activities at the college level.
- Public events safety and crowd control principles, procedures, regulations, and standards.
- General accounting principles.
- Customer service standards and procedures.
- Financial/business analysis techniques.
- Faculty/staff hiring procedures.
- Student development theory and student personnel administration.
- Student support programs and services.
- Principles and procedures of student government.
- Current and developing student retention issues in higher education.
- Communication principles, media, and marketing techniques.
- Management principles and practices.

Skills and Abilities to:

- Manage time to meet demanding multi-program/activities deadlines.
- Supervise and train staff, including organizing, prioritizing, and scheduling work assignments.
- Design, prepare, deliver, and modify course curriculum and associated educational aids.
- Develop, plan, and implement short- and long-range goals.
- Budget preparation and fiscal management.
- Ability to work effectively with a wide range of constituencies in a diverse community.
- Communicate effectively, orally, interpersonally, and in writing.
- Gather data, compile information, and prepare reports.
- Foster a cooperative work environment.
- Examine and re-engineer operations and procedures, formulate policy, and develop and implement new strategies and procedures.
- Plan and evaluate programs.
- Recruit, train, supervise and motivate volunteers within area of specialty.

- Use independent judgment to manage and impart information to a range of clientele and/or media sources.
- Negotiate and manage contractual agreements.
- Plan, organize, and facilitate a range of special events.
- Utilize advertising and/or sales promotion techniques.

WORKING CONDITIONS:

Standard office environment or combination of office/gymnasium/outdoor areas. Regular exposure to video display terminals; some positions are exposed to heights and outdoor weather conditions occasionally.

Authorized by Classification/Compensation, Human Resources

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act (exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.