

**JOB INFORMATION**

Effective Date	2/13/2023
Job Code:	2853
Job Title:	Coordinator, Programs and Curriculum
Salary Grade/Structure:	060 - Admin-Professional
Career Level Name:	P2 - Intermediate Professional
FLSA Name:	Exempt
EEO Code:	
Job Function:	
Job Family:	
Job Summary	The Programs and Curriculum Coordinator assists with and helps to lead the ongoing development and coordination of the programs of the Diplomacy Institute (D.I.). Develops curriculum and instructional materials for the courses and modules offered by the D.I. Reports directly to the Assistant Vice-President of the D.I. and interacts with the staff, faculty, students, and other internal and external constituencies including diplomats and their staff.

**COMPETENCIES**

## Competencies

Please refer to the UHCL Human Resources webpage for UHCL core competencies for all eligible job levels.

**QUALIFICATIONS**

## Education

Education Level	Education Details	Required/ Preferred	
Master's Degree		Required	
Doctoral Degree		Preferred	

## Work Experience

Experience	Experience Details	Required/ Preferred	
Progressive	Progressive experience developing a curriculum of any type for a new or developing program in higher education. Experience coordinating new or innovative programs in either a higher education institution or business and working with learning management systems (e.g. Blackboard, Canvas, Moodle, D2L) especially in the creation of course content.	Required	
Less than 3 yrs	Demonstrated experience producing academic and professional writing inclusive of briefs, memos, position papers, or journal articles.	Preferred	

## Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Preferred	
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## Knowledge, Skills and Abilities

KSAs	Proficiency
• Ability to lead faculty and staff on project development and execution.	Skilled
• Excellent oral and written communications skills.	Skilled
• Must possess strong leadership skills and be a self-starter who can work with minimal supervision.	Proficient
• Ability to work in a collaborative environment with the ability to innovate, iterate, and otherwise pivot to meet changing needs.	Skilled
• Ability to build positive relationships with all stakeholders in a multicultural environment.	Proficient

## JOB RESPONSIBILITIES

Campus Security Authority ☐

Remote Work Capable ☐

## Essential Functions

Essential Function	% TIME
• Works collaboratively with faculty and staff, and develops the planning, organization, content production, and facilitation of diplomatic programs and activities.	45%
• Coordinates with external commercial and governmental organizations to plan, execute, monitor, and support diplomatic programs, course options, and non-traditional learning opportunities.	30%
• Assists in the formation of partnerships with both international and national governmental entities, business interests, and educational institutions to foster the growth and viability of the diplomacy program.	10%
• In conjunction with other program staff and faculty, develops the mission and values of the program for internal training and external marketing, as well as monitors program activities to ensure compliance with the program intentions and learning objectives.	5%
• Develops, prepares, and executes plans and strategies to promote the innovative and entrepreneurial aspects of the diplomatic program, as well as to enhance its public profile.	5%
• Performs other related duties as assigned.	5%

## PRE-EMPLOYMENT

MVR:	No
Criminal History:	Yes
Physical Exam:	No
Hearing Exam:	No
Pulmonary Function Test:	No

## PHYSICAL DEMANDS/WORKING CONDITIONS

Office and Administrative Support

### Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			

### Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Walking			X			
Sitting					X	
Lifting		X				
Carrying		X				
Pushing		X				
Pulling		X				
Climbing		X				
Balancing		X				
Stooping		X				
Kneeling		X				
Crouching		X				
Crawling		X				
Reaching		X				
Handling			X			
Grasping			X			
Feeling		X				
Talking					X	
Hearing					X	
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

### Working Environment

Working Condition	N/A	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise			X		
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

### Travel Requirements

Estimated Amount	Brief Description