



## **Program Coordinator**

The program coordinator is responsible for coordinating and evaluating Georgia College's Leadership Academy, a leadership-development program designed for first-year undergraduates. The program coordinator will supervise and support the Leadership Facilitators, a volunteer team of undergraduate students who help to manage the program. The program coordinator will additionally provide individual and small-group leadership-development consulting.

Reporting to the assistant director of leadership programs, the program coordinator will assist the director and assistant director in advancing the office's mission within the university and Georgia. He or she will work collaboratively with the staff in the Office of Leadership Programs.

The public service coordinator must possess a strong understanding of the office's strategic plan, *Leadership for the Public Good, 2019-2023*, and communicate those ideas clearly and effectively.

### **Key Function: *Coordination***

The program coordinator is responsible for managing the people, processes, and activities of the Leadership Academy and influencing the appropriate internal stakeholders to ensure smooth and efficient operation of the program. The incumbent creates, compiles, and disseminates guidance on leadership-development appropriate for first-year college students with the purpose of educating both students enrolled in the Leadership Academy and the program's volunteer Leadership Facilitators.

### **Key Function: *Supervision***

The program coordinator works in conjunction with the assistant director of leadership programs to provide organizational guidance to the program and to apply policies and processes in program administration. The incumbent oversees the Leadership Facilitator recruitment and selection process and oversees all elements necessary to support the Leadership Facilitator team. The incumbent facilitates consistent information exchange between office staff and the Leadership Facilitator team and communicates process and procedure enhancements between the staff and the Leadership Facilitator. The incumbent builds positive relationships with the Leadership Facilitator team and with the participants in the Leadership Academy. The incumbent schedules and organizes meetings of the Leadership Facilitator team and maintains meeting agendas. The incumbent maintains the Leadership Facilitator petty cash budget and tracks expenditures.

### **Key Function: *Instruction and Content Delivery***

The program coordinator will develop original content for delivery through workshops, programs, retreats, and conferences and will provide innovative, interactive, and dynamic means of delivery, facilitation, and engagement. The incumbent will remain current in the scholarly literature on leadership in theory and practice, civic engagement, and public affairs.

### **Key Function: *Evaluation***

The program coordinator ensures robust quality-control, compliance, and reporting mechanisms are in place for all Leadership Facilitator-led projects. The incumbent collects, tracks, monitors, and interprets qualitative and quantitative data related to workshops, programs, retreats, conferences, and initiatives for the Leadership Academy. The incumbent analyzes collected data to determine the effectiveness of the Leadership Academy and to improve future programming. The incumbent should demonstrate the ability to use data to inform decision-making, assure quality, and address participant concerns.

**Key Function: *Collaboration***

The program coordinator manages communication to students enrolled in the Leadership Academy consistent with the Office of Leadership Programs Brand Architecture and with consistent voice, tone, and content. The incumbent works collaboratively with each member of the Office of Leadership Programs. The incumbent should demonstrate capacity for recognizing interdependencies in cross-functional projects; ability to work collaboratively and productively with others to achieve results; ability to scope out length and difficulty of tasks and projects accurately; ability to set objectives and goals; ability to break down work into process steps; and ability to measure performance against goals and to evaluate results.

**Key Function: *Advising***

The program coordinator provides individual and small-group leadership-development consultations to Georgia College students. The incumbent should have a working knowledge of the leadership opportunities available at Georgia College and in the Milledgeville community. He or she should maintain the relevant advising and consultation files in accordance with Georgia College and the Office of Leadership Programs policy.

***Additional Duties***

The program coordinator performs other duties as assigned by the director or assistant director of leadership programs. He or she participates in staff, committee, and other university meetings as appropriate and at the request of the director or assistant director.

**Proposed Minimum Experience/Education**

- Earned bachelor's degree and acceptance to or currently enrolled in a Georgia College graduate program.
- Demonstrated ability to interact with a broad range of stakeholders, including faculty, staff, students, parents, and community members.
- Demonstrated ability to manage multiple projects and maintain organizational practices.
- Excellent oral and written communication skills.
- Preferred experience in advising or consulting students.
- Mastery of Microsoft Office suite.

**Department Required Skills**

The incumbent should demonstrate a full understanding of Georgia College's role as Georgia's Public Liberal Arts University.