
MISSISSIPPI STATE UNIVERSITY JOB DESCRIPTION

Job Title: Program Coordinator, NRTC

Salary Grade: 14

Title Code: 2919

FLSA Status: Exempt

Position Function

The Program Coordinator supports the implementation and tracking of specific project activities and specified deliverables for a large 5-year project. Primary responsibilities include (a) editing and formatting written products, (b) managing logistics, (c) maintaining a schedule for all project deadlines, (d) assisting with the implementation of an existing project work plan, and (e) collecting and compiling program evaluation and other relevant data. The major objective of the position is to ensure that all planned grant activities occur seamlessly and within the specified timelines.

Essential Duties and Responsibilities

1. Edit, format, and prepare a wide variety of documents for dissemination
2. Maintain a calendar, action plans, and workflows for the OIB-TAC project to help ensure the completion of the objectives, activities, and measurable outcomes required of the project
3. Develop a system of notifications for OIB-TAC staff, subcontractors, and consultants to coordinate project activities and ensure timely completion of project tasks
4. Develop relationships with and maintain communication with external constituents, including program managers from each state, sub awardees, and consultants
5. Compile and organize information for quarterly and annual reports to the funding agency and stakeholders
6. Manage logistics for project events, including an annual conference, meetings, and training activities
7. Coordinate travel arrangements and manage travel receipts and reimbursement for project-related travel
8. Coordinate program evaluation activities, including assisting with data collection and data management, under the supervision of the project director
9. Occasional travel to help implement conferences and meetings
10. Perform related duties as assigned

Supervisory Responsibility

Does not have supervisory responsibility for employees.

The above essential duties are representative of major duties in this position. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.

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Minimum Required Education and Experience

Education	Minimum Bachelor's degree	Focus Open
Experience (yrs.)	Two years	Related to the duties and responsibilities specified

Substitution allowed:

None

Preferred Qualifications:

- Master's degree
- Experience with online survey development software such as Qualtrics
- Experience with managing social media for an organization
- Experience with project management systems and statistical packages
- Ability to conduct and interpret basic statistical analyses

Knowledge, Skills and Abilities:

- Strong interpersonal and communication skills and the ability to work effectively with a wide range of stakeholders in a diverse community
- Expertise in evaluating and editing the content, structure, and format of a range of written material
- Expertise in the use of Microsoft Office products and Zoom (or similar video conferencing software)
- Ability to communicate effectively, both orally and in writing, with the entire OIB-TAC team
- Logistical skills, including the ability to plan and coordinate multiple projects and events
- Advanced time management skills, organizational skills, and attention to detail
- Ability and interest in establishing rapport with external project constituents
- Skill in organizing resources and establishing priorities
- Ability to use independent judgment to prioritize work tasks in order to meet project objectives

Physical Requirements:

No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires sitting, talking, hearing, handling objects with hands.

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Instructions for applying:

If you are interested in helping the NRTC accomplish its mission, please apply for the position at Mississippi State University's website: <https://explore.msujobs.msstate.edu>, PARF Number 502287 (job title – Program Coordinator), and attach a cover letter, resume/curriculum vitae, and names and contact information for at least three references. Additionally, submit the materials to NRTCjobs@colled.msstate.edu at the time of applying. View the NRTC website at <http://blind.msstate.edu>.