



UNIVERSITY SYSTEM  
of MARYLAND

## Job Class Specification

**TITLE:** UMB/UMUC Coordinator  
**FLSA:** NONEXEMPT  
**EEO6:** H30  
**IPEDS-SOC:** 43-9199

**JOB CODE:** N12COU  
**JOB TYPE:** INST SPECIFIC UMB/UMUC  
**JOB FAMILY/SERIES:** OFF SUP

**APPROVED BY:** Chancellor's Designee:  
Carolyn Skolnik, Associate Vice Chancellor

**EFFECTIVE DATE:** 10/03/2016

This position will only be used for UMB and UMUC employees that are reclassified from exempt to non-exempt as a result of 2016 FLSA regulations. Hiring into this position is prohibited.

### **JOB SUMMARY**

The UMB/UMUC Coordinator is responsible for the coordination of professional and administrative activities related to the efficient day-to-day operations of an organizational function, program, and/or department.

### **PRIMARY DUTIES**

1. Provide general planning and direction in order to develop and facilitate the day-to-day activities and programs within a specific unit.
2. Produce and edit the regular publication of summary reports and grant/program proposals. Create various promotional materials and journal articles to support the unit.
3. Develop and maintain databases used to collect and analyze data, track expenditures and maintain budgets. Monitor and evaluate program operating policies and procedures.
4. Supervise staff and/or volunteers. Ensure the efficient recruitment, interviewing, and training functions for maintaining highly involved and motivated employees.
5. Provide administrative support to meet the overall goals of the function, program, and/or department.
6. Perform other duties as assigned.

Note: The intent of this list of primary duties is to provide a representative summary of the major duties and responsibilities of this job. Incumbents perform other related duties assigned. Specific duties and responsibilities may vary based upon departmental needs.

### **MINIMUM QUALIFICATIONS**

**EDUCATION:** Bachelor's degree

**EXPERIENCE:** Two (2) years of administrative experience. Consideration may be given for a unique combination of education and experience.

**OTHER:**

**REQUIRED KNOWLEDGE/SKILLS/ABILITIES**

Ability to maintain high standards with the work being performed and maintain awareness with trends and influences. Assume personal responsibility for all outcomes; makes effective and timely decisions; and learns how to effectively use PC Applications, such as Microsoft Office. Maintain productivity and uses strategies to increase knowledge base. Skill in continuously seeking to improve the quality of services and processes. Skill in exercising initiative, resourcefulness, and sound judgement with an ability to solve problems and make decisions. Ability to prioritize ongoing and new projects necessary to implementing a specific organizational program. Skill in continuously seeking to improve the quality of services and processes. Ability to effectively communicate both verbal and written thoughts, ideas, and facts. Writes and presents information in a clear and concise way. Interprets and understands written information and is able to listen attentively to verbal and non-verbal cues that lead to a deeper understanding. Ability to work cooperatively with others and demonstrates professional, ethical, respectful, and courteous behavior when interacting with others. Capable of interacting pleasantly and positively with other to meet customer expectations, and provide follow up with customers.

OTHER: Except for qualifications established by law, additional related experience and formal education in which one has gained the knowledge, skills, and abilities required for full performance of the work of the job class may be substituted for the education or experience requirement on a year-for-year basis with 30 college credits being equivalent to one year of experience.

**CONDITIONS OF EMPLOYMENT**

N/A