Department *of* Educational Psychology, Leadership, and Counseling

**Program Coordinator Roles, Responsibilities, and Compensation**

**Roles and Responsibilities**

*Fall and Spring Semester*

* Conduct program meetings and document meeting activities.
* Provide leadership in the areas of program and curriculum development.
* Address student issues within the program.
* Develop course schedules, assign instructors, and identify adjunct faculty as needed.
* Monitor course enrollment and adjust course schedule when appropriate.
* Meet with and advise prospective students; provide admissions and program information.
* Ensure a timely review of prospective student admission applications.
* Ensure that admission decisions are sent to the program’s graduate advisor.
* Utilize college resources to market the program and recruit students.
* Develop or utilize program assessment plan(s) designed to facilitate continuous program level improvement.
* Oversee the collection, analysis, and reporting of program assessment data.
* Provide an end-of-year (calendar year) written report highlighting the program’s accomplishments and goals for the following calendar year.
* Maintain a presence and be accessible on campus.
* And other duties as directed by program/department need and the department chair.

*Summer Semester*

* Address student issues within the program.
* Monitor course enrollment and adjust course schedule when appropriate.
* Meet with and advise prospective students; provide admissions and program information.
* Ensure a timely review of prospective student admission applications.
* Ensure that admission decisions are sent to the program’s graduate advisor.

**Commitment**

Program coordinators spend an average of 5 hours per week (but no more than 10) on tasks relevant to the position.

**Compensation**

Program coordinators receive a small stipend.