

**ISSUED:**

<b>TITLE:</b> Program Coordinator,MI-AHEC _____	<b>SALARY</b> <b>SCHEDULE:</b> <u>    B    </u>	<b>CLASS</b> <b>CODE:</b> <u>PE324</u>
<b>UNION:</b> <u>P&amp;A – Local 1979, U.A.W</u>	<b>SALARY</b> <b>GRADE:</b> <u>    12    </u>	<b>EEO</b> <b>CODE:</b> <u>  30  </u>
	<b>FLSA:</b> <u>    Exempt    </u>	<b>E-CLASS:</b> <u>PE</u>

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**POSITION PURPOSE**

Coordinate program activities with the Michigan Great Lakes Area Health Education Center (MI-AHEC) Regional Center activities and serve as liaison for all Regional Centers to the Program Office. Assist with marketing and communication efforts and perform financial activities in support of AHEC programs.

**ESSENTIAL JOB FUNCTIONS**

- Oversee the AHEC programmatic activities across all regional centers to ensure that the center goals and objectives are in concert with the AHEC program goals. Arrange for meetings and conferences including contacting participants, students, etc., assist the regional center program coordinators with project activities, maintenance of a database of health professional student placements, k-12 activities and distance education.
  
- Participate in program initiatives; develop and implement activities required for meetings and seminars. Interface with administrative personnel in determining program resource utilization, equipment and service capabilities, and policy and procedural changes.
  
- Prepare and develop detailed statistical and administrative reports regarding programs. Assist the regional center program coordinators with maintenance of the AHEC database health professional student placements, k-12 activities and distance education.
  
- Perform administrative duties required for program success. Assists in the development of program materials and marketing efforts; monitor assigned budgets and oversee the collection, compiling and entering of data generated from needs assessment and program evaluations at the regional centers.
  
- Perform related work as assigned.

### **ADDITIONAL COMMENTS**

This classification level is designed to provide key staff assistance in the development, implementation and maintenance of specialized educational and clinical programs for an assigned area. Work activities include various administrative services which may involve coordinating personnel, budgetary and operational activities. The major challenge of this position is to meet the overall mission and goals of the program and/or project which they are assigned. Work activities require knowledge of and experience in a specialized or technical field and the ability to supervise an activity or group of activities specific in objective and content. This classification reports to and receives work direction from a management level position.

### **MINIMUM QUALIFICATIONS**

- Graduation from an accredited college or university or an equivalent combination of education and/or experience.
- Some program project management experience preferred.
- Some knowledge of University policies and procedures preferred.
- Ability to communicate effectively with others.
- Strong oral and/or written communication skills.
- Strong analytic and problem solving skills.
- Ability to work independently and without formal instruction.
- Previous experience with non-profit programmatic activities is desirable, particularly community activities in public schools, general health care and/or community (physical or mental) health organizations.