



<b>TITLE:</b> Program Coordinator - CLEAR		<b>ISSUED:</b> 06/05/2024
<b>UNION:</b> P&A Union, Local 1979, UAW		<b>CLASS CODE:</b> PE417
<b>SALARY TABLE:</b> AP	<b>SALARY GRADE:</b> 12	<b>EEO CODE:</b> 30
<b>JOB GROUPING:</b> Stand Alone	<b>FLSA:</b> Exempt	<b>EMPLOYEE CLASS:</b> PE

**Position Purpose**

The Program Coordinator will support the Center for Leadership of Environmental Awareness and Research (CLEAR) National Institute of environmental Health Sciences (NIEHS) funded Superfund Research Program will have excellent science communication, writing, organizational, and people-oriented team-building skills. The successful candidate will be expected to foster CLEAR center-wide program integration by facilitating CLEAR-led research and training events. The coordinator will organize regular meetings with program leadership to build interdisciplinary collaboration and consensus across the CLEAR program, with special attention to project and core goals, short- and long-range planning, meeting NIEHS deadlines, and tracking CLEAR research progress and productivity through meticulous recordkeeping, survey analysis and metrics tools. The CLEAR program coordinator will work closely with the Directors of CLEAR and will also communicate as directed with NIEHS and Superfund Research Program colleagues nationally on behalf of the CLEAR team.

**Essential Functions**

(Essential functions are the primary duties/major job responsibilities that an employee must be able to perform, with or without reasonable accommodation. The essential functions are listed in order of importance.)

Essential Function	% Time
Organize and record minutes of regular meetings with CLEAR program leaders and the CLEAR Directors to accomplish strategic goal-setting and programmatic planning that is aligned with each project and core’s research and training objectives.	30%
Track, record and file CLEAR research productivity, training progress, and facility core usage through metrics tools, surveys, and recordkeeping procedures as required by NIEHS.	20%
Assist with the annual CLEAR progress report to NIEHS and with center renewal.	20%
Meet and communicate regularly with the university administrator designated as CLEAR budget manager and coordinate with CLEAR project/core leaders to ensure that responsible budget management is in place in support of the CLEAR program.	10%
Work with CLEAR Directors, project/core leaders, and university administrative staff to organize and implement regularly occurring CLEAR events such as the CLEAR seminar program, annual thematic symposium, research translation and training workshops, advisory board meetings, and other center-wide events as directed.	10%
Attend the annual national Superfund Research Program meeting hosted by NIEHS and communicate regularly with NIEHS program officers and counter-part Superfund Research Program colleagues as directed on behalf of CLEAR.	5%
Performs other related duties as assigned.	5%

THIS DESCRIPTION IS INTENDED TO INDICATE THE KINDS OF TASKS AND LEVELS OF WORK DIFFICULTY THAT WILL BE REQUIRED OF POSITIONS THAT WILL BE GIVEN THIS TITLE AND SHALL NOT BE CONSTRUED AS DECLARING WHAT THE SPECIFIC DUTIES AND RESPONSIBILITIES OF ANY PARTICULAR POSITION SHALL BE. IT IS NOT INTENDED TO LIMIT OR IN ANY WAY MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT AND CONTROL THE WORK OF EMPLOYEES UNDER THEIR SUPERVISION. THE USE OF A PARTICULAR EXPRESSION OR ILLUSTRATION DESCRIBING DUTIES SHALL NOT BE HELD TO EXCLUDE OTHER DUTIES NOT MENTIONED THAT ARE OF SIMILAR KIND OR LEVEL OF DIFFICULTY

## WORK CONTEXT

*This grid characterizes the position scope.*

Job Reports to:	Supervisor
Leadership Accountability:	None
Supervisory Accountability:	None
Organizational Accountability:	None
Financial Accountability:	None
Customer Accountability:	Interfaces with customers inside the S/C/D
Freedom to Act:	Subject to regular review by supervisor

## MINIMUM QUALIFICATIONS

### Education Bachelor's degree

- Bachelor's degree from an accredited university in Business administration, biomedical sciences or related field.

### Experience Experienced (minimum 2 years of job-related experience)

- Administrative experience working independently and with a cross functional team.

### Knowledge, Skills, and Abilities

- Demonstrated experience in coordinating activities and events.
- Excellent verbal and written communication skills.
- Close attention to detail and the ability to plan ahead.
- Ability to prioritize and complete tasks in a timely manner.
- Knowledge of bookkeeping and budgeting processes.
- Dedication to fostering a collaborative team.
- Ability to work under pressure.

### Working Conditions

- Normal office environment.