



<b>TITLE:</b> Program Coordinator - CURES		<b>ISSUED:</b> 06/05/2024
<b>UNION:</b> P&A Union, Local 1979, UAW		<b>CLASS CODE:</b> PE418
<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 Urban Responses to Environmental Stressors (CURES) National Institute of environmental Health Sciences (NIEHS) funded Environmental Health Sciences Core Center (EHSCC) center wide program integration by facilitating CURES-led research and community engagement events. Organize regular meetings with program leadership to build interdisciplinary collaboration and consensus across the CURES program, with special attention to research and core goals, short- and long-range planning, meeting NIEHS deadlines, and tracking CURES progress and productivity through meticulous recordkeeping, survey analysis, and metrics tools. This position will work closely with the Director and executive leadership of CURES and will also communicate as directed with NIEHS program officers and EHSCC colleagues nationally on behalf of the CURES 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 meeting minutes for the CURES center and core/program leaders to accomplish strategic goal-setting and programmatic planning that is aligned with the CURES research, community engagement, and environmental justice mission.	30%
Track, record, and file CURES progress, productivity and facility core usage through metrics tools, surveys, and recordkeeping procedures as required by NIEHS.	20%
Assist with the annual CURES progress report to NIEHS and center renewal.	20%
Meet and communicate regularly with the university administrator designated as the CURES budget manager. Coordinate with CURES core/program leaders to ensure responsible budget management is in compliance of the CURES program.	10%
Work with CURES leadership, core/program leaders, and university administrative staff to organize and implement regularly occurring CURES events such as the CURES seminar program, annual thematic symposium, research translation and career enhancement workshops, advisory board meetings, and other center-wide events as directed.	10%
Attend the annual national EHSCC meeting hosted by NIEHS and communicate regularly with NIEHS program officers and counterpart EHSCC colleagues as directed on behalf of CURES.	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:	Director
Leadership Accountability:	None
Supervisory Accountability:	None
Organizational Accountability:	None
Financial Accountability:	Monitors expenditures
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 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.