



USF Faculty Class Specification

CLASS TITLE: Coordinator

CLASS CODE: 9115

FLSA: Professional

Effective Date: 1/1/1996

Title: Coordinator

Description

- Responsible to a Dean or other appropriate administrator of a State university.
- Responsible for coordinating the academic and/or administrative activities of an academic program or unit.
- May assist with developing and administering the budget for the academic program or unit.
- May be responsible for advising and/or counseling activities and, in the case of cooperative educational programs, placing students participating in such programs.
- May coordinate the recruitment, selection, appointment, and evaluation of employees.
- Serves on appropriate policy and advisory committees.

Minimum Qualification

Demonstrated, successful academic or administrative experience consistent with university guidelines. Incumbent may be required to hold faculty rank in order to be eligible for appointment to this administrative title.

If faculty rank is required, must possess qualifications appropriate to the rank to which assigned.