

Coordinator

Summary of Role

- Coordinates day-to-day activities as assigned by supervisor
- Typically reports to unit/department manager or director

Scope

- Receives general direction of work, but relies on independent judgment to initiate actions in support of the operations of the department, program or function.
- Accountable for overseeing own activities, workflow and scheduling. May act as guide to less experienced staff
- May assist in preparing budgets, provide advice re: budget projections, monitor expenses and prepare reports
- Provides input and analysis to assist in decision making

Education/Experience

- Bachelor's Degree though some specialties may require a higher level degree
- Typically 3-5 years direct experience in the specialty