NORTHERN ARIZONA UNIVERSITY
School of Music

PROGRAM COORDINATOR SENIOR
Duties and Responsibilities

The Program Coordinator Senior reports to the Director of the School of Music.

DUTIES
Program Development

- Responsible for coordinating all aspects of the NAU Community Music and Dance Academy (100 Suzuki students, 225 private music students, group music classes, and 370 dance students) and the Curry Summer Music Camp at NAU (over 350 junior and senior campers).
- Ensure the quality and financial viability of programs, keeping up-to-date policies, overseeing marketing and publicity, recommending improvements and possible areas of expansion to the Director of the School of Music, and representing the programs across campus and in the community.
- Performs needs assessment and analyzes/studies participant member and community needs for program development.
- Independently implements new or revised program goals and objectives.
- Significant interaction with Flagstaff community members, parents, and music program coordinators regarding all aspects of the Academy programs including policies, procedures, recruitment, and fees.
- National marketing efforts to recruit students for the Curry Summer Music Camp.
- Recruits program participants utilizing the most appropriate promotional or marketing methods such as individual letters, brochures, social media, and presentations.
Financial Oversight
- Billing, payroll, purchasing, making deposits and account transfers, and preparation and maintenance of accurate, current budget information.
- Monitor and approve program expenditures ensuring that budget allocations are not overspent. Provide analysis and recommendations for financial decisions to ensure program solvency.
- Responsible for fee collection and determining alternative options for payment.
- Prepare or assist in preparation of proposals for funding and/or funding continuation from outside sources.
- Creates and pursues other funding opportunities—grants, fundraising activities, etc.—in consultation with the Director of the School of Music

Office Management
- Position is self-directed and is required to make decisions autonomously within established program policies.
- Supervise daily administration of the office, processing registrations, maintaining enrollment database, supervising office staff and interns, and responding to questions and concern from students, parents, teachers, faculty, and staff.
- Develops schedules and manages work activities of XX music and dance instructors.
- Other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES
Strong organizational skills.
Knowledge of office, administrative, and supervisory practices and principles.
Knowledge and skill in accounting and budget preparation/forecasting.
Skill in the use of personal computers and software, including database management and reporting functions.
Ability to work independently.
Ability to solve problems and make decisions.
Ability to effectively communicate.
Ability to work effectively with people from a variety of culturally diverse backgrounds.

July 28, 2009; revised January 6, 2016
QUALIFICATIONS

Minimum Qualifications:

- Master’s degree in field appropriate to area of assignment AND two years administrative/coordinative program experience; OR,
- Bachelor’s degree in field appropriate to area of assignment AND four years administrative/coordinative program experience; OR,
- Eight years of progressively responsible administrative coordinative program experience; OR,
- Any equivalent combination of experience, training and/or education.

Preferred Qualifications:

- Background in music or the arts
- Strong interpersonal skills for interactions with students, parents, faculty, and staff
- Familiarity with Microsoft Office software (especially Word, Excel, and Outlook) as well as Sharepoint
- Experience with PeopleSoft employee management and financial software
- Skill in providing excellent customer service
- Experience in employee supervision and scheduling
- Experience working in a university setting
- Experience in fundraising and grant writing