

Job Description

Position Title	Program Coordinator, Social Development & Policy
Department	School of Arts, Humanities & Social Sciences (AHSS)
Reporting To	Program Director, Social Development & Policy
Type of Position	Regular, Full - time

POSITION DESCRIPTION

The Program Coordinator will play a pivotal role in supporting the effective functioning of the Social Development & Policy (SDP) Program.

This position is responsible for ensuring the smooth execution of academic and administrative processes, supporting faculty and students, coordinating events and workshops, and maintaining program-related documentation and budgets.

The ideal candidate should be organized, detail-oriented, and capable of managing multiple priorities in a dynamic academic environment

DUTIES AND RESPONSIBILITIES

- Manage day-to-day program operations, prioritize tasks, and ensure compliance with institutional policies and procedures.
- Oversee logistics and delivery of program activities, including curriculum review workshops, program showcases, and other SDP-related events.
- Coordinate with guest speakers, alumni, and visitors to the university, facilitating their engagement with the SDP program.
- Schedule and attend meetings; prepare and circulate agendas, minutes, and follow-up communications.
- Maintain program files and provide operational assistance for course proposals, syllabus, and course documentation.
- Manage petty cash and financial records, and assist in monitoring the program's annual budget.
- Support the Program Director in coordinating administrative and operational tasks.
- Serve as a primary point of contact for inquiries and information related to the SDP program.
- Gather and collate Program related data
- Accomplish any other relevant tasks assigned by the Program Director

REQUIRED JOB SPECIFICATIONS

Required Qualification	✓ Bachelor's degree (preferably in Social Sciences, Business Administration, or a related field);
Required Experience	✓ 1-2 years of relevant administrative or coordination experience, preferably in an academic or non-profit environment.
Required Skill-Set	• Proficiency in MS Outlook, Word, Excel, PowerPoint, and Adobe Acrobat, with a solid understanding of printing, scanning, and multimedia technology requirements. • Familiarity with AI tools and prompting techniques, and strong data handling and management skills. • Strong organizational and multitasking skills with keen attention to detail. • Excellent written and verbal communication skills.

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	Maintain excellent relations with all support offices, students, faculty and alumni
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REQUIRED JOB COMPETENCIES (Technical and Soft Skills)		
S#	Competency	Criticality (High / Low / Medium)
1.	People Skills	High
2.	Analytical Skills	High
3.	Problem-Solving Skills	High
4.	Communication Skills	High
5.	AI Tools	Medium
6.	Data Management	Medium
7.	MS Office	High

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