

Program Coordinator Level 7

Required Competencies

July 2014

Communication ... Demonstrates an ability to communicate effectively in a wide variety of situations including: face-to-face, over the phone and in writing.

Planning and Goal Setting ... Regularly reviews own priorities and plans and those of direct reports, adjusting goals as those of the department and organization change.

Decisiveness ... Demonstrates an ability to make timely, appropriate decisions regarding issues of major importance to the organization, its people and its community, even when faced with incomplete information or controversy.

Analytical Thinking ... Understands situations by breaking them down into smaller events then tracing implications and organizing elements in order to explain circumstances, identify solutions and resolve problems.

Initiative ... Demonstrates initiative without specific direction; completes tasks by removing barriers and locating necessary resources.

Student Focus ... Demonstrates a high level of focus on student learning and development, setting priorities based on student needs and continuously seeking ways to meet and exceed student learning goals.

Teamwork and Collaboration ... Demonstrates the ability to effectively collaborate on projects and achieve optimal results by working both as a member of a team and with individuals throughout the organization.

Relationship Building ... Demonstrates an understanding and open attitude toward others, nurturing and valuing positive relationships with others in the work unit and across the organization.

Flexibility and Adaptability ... Demonstrates an ability to adapt and thrive in an atmosphere of changing priorities and circumstances.