UH Maui College
Program Coordinators Responsibilities

The following are the responsibilities of program coordinators as discussed with the vice chancellor of academic affairs. Some items may not be appropriate for all programs.

1. Serve as Advisory Committee liaison
2. Supervise equipment and supplies purchasing/requisition procedures
3. Complete annual equipment inventory in cooperation with department secretary
4. Coordinate student recruitment into program
5. Recruit, orient and evaluate program-related lecturers
6. Advise, place, retain and track student progress
7. Assist with marketing the program
8. Develop and refine the curriculum
9. Complete annual or comprehensive program reviews
10. Schedule courses for Fall, Spring, Summer
11. Articulate within UHMC, between Maui County High Schools, other Community Colleges, and four-year colleges and universities
12. Coordinate outreach schedules and activities related to program
13. Observe and report on instructor performance
14. Prepare annual, supplemental and biennial budget requests
15. Provide student and graduate counseling and referral
16. Manage revolving fund (if available)
17. Prepare and participate in grant/foundation/scholarship development
18. Participate in graduation and awards where appropriate.
19. Supervise equipment maintenance and repair

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20. Coordinate program faculty/lecturer meetings

21. Other possible responsibilities:

Oversee facilities maintenance/security
Lead and participate in accreditation requirements
Serve as community consultants
Conduct and participate in teacher training for new skills
Coordinate job placement
Fund raising
Maintain well-equipped up-to-date lab, which can include:
  Research of equipment and vendors
  Installation, calibration and maintenance of equipment
Other duties appropriate to the program