Program Coordinator
https://hr.duke.edu/careers
Position 51048185
Job 2321

Occupational Summary

It is an exciting time at the Duke Initiative for Science & Society. We are seeking a Program Coordinator to manage undergraduate and graduate educational programs within Science & Society.

Work Performed

Serving under the Deputy Director of Science & Society, the Program Coordinator oversees administrative operations for S&S academic programs: Huang Fellows Program, MA in Bioethics & Science Policy, Science & Society Undergraduate Certificate, and Science & the Public FOCUS cluster.

The Program Coordinator serves as the administrative lead of all aspects of the Huang Fellows Program, now in its sixth year. This position is the administrative lead for the execution of Huang Fellowship events and programs, working in concert with offices throughout the University. This position oversees the process of program promotion, applications, and candidate selection. He/she assists with the execution of the summer fellowship and yearlong program curriculum. He/she coordinates student assignments, such as student essays, podcasts, and science kits. The position coordinates lab placements, communicates with principle investigators, and ensures fellows comply with lab policies and maintain program requirements. This position also provides staff direction for the Huang Fellows annual symposium, led by students. This position designs, manages, and executes the Huang Fellows Mentorship Program. Assisting the Deputy Director, the Program Coordinator produces reports to S&S Management regarding Huang program activities, progress against objectives, and budget. This position evaluates program effectiveness and offers recommendations for additions and/or improvements.

The Program Coordinator serves as the DGSA for the Master’s in Bioethics & Science Policy program. He/she tracks student programmatic requirements, manages student records, course schedules, and course changes, updates course catalogs and bulletins, and maintains a database of student information. This position assists the Director of Graduate Studies to manage Master’s student practicum placements, and coordinates among practicum host, academic advisors, and the students. He/she conducts course evaluations. This position plans and coordinates Master’s Final exams.

The Program Coordinator serves the DUSA for the Science & Society undergraduate education programs including the Science & Society undergraduate Certificate and Science and the Public FOCUS cluster. This position provides the primary liaison with other graduate and undergraduate departments to coordinate courses and program business.

Job Qualifications

Education/Training
• Work requires analytical, communications and organizational skills generally acquired through completion of a bachelor’s degree program.
• Work requires 1 year of experience in program administration or involving academic, instructional, or counseling activities to acquire skills necessary to plan, coordinate, and implement a variety of program activities and events, or an equivalent combination of relevant education and/or experience.

Skills
• Excellent written and oral communication skills
• Exceptional organizational capabilities and detail orientation
• Ability to provide guidance and direction to subordinates, including setting standards and monitoring performance.
• Skills using logic and reasoning to identify the strengths and weaknesses of alternative solutions to problems.
• Skills evaluating program performance, summarizing findings, communicating results, and forming an action plan.
• Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, and coordination of people and resources.

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