

**THE UNIVERSITY OF TEXAS HEALTH SCIENCE CENTER AT SAN ANTONIO
JOB DESCRIPTION**

8/23/04

PROGRAM DEVELOPMENT COORDINATOR, UNIVERSITY POLICE

FLSA: NON-EXEMPT

Job Code: 6303

SUMMARY

This position provides responsible administrative skills in coordination of planning and training functions for the commissioned law enforcement services of the University of Texas System. Responsibilities include the coordination of planning, training, and related record keeping functions within the police department.

DUTIES

Performs a combination, but not necessarily all, of the following duties:

- Develops and presents crime prevention training programs to department and campus community members.
- Oversees scheduling, registration and travel planning pertaining to professional training of department employees and maintenance of all related records.
- Coordinates testing and conducts background investigations of job applicants.
- Researches and identifies sources of grant funding and prepares appropriate grant application materials.
- Undertakes special projects as needed.
- Performs other duties as assigned.

SUPERVISION

Received:

Work is performed under the general supervision of the Chief, University Police Department.

Given:

May supervise training or clerical staff.

EDUCATION/EXPERIENCE

Bachelor's degree in Criminal Justice, or a related field, with two years experience in coordinating training and/or planning functions in a law enforcement environment.

EQUIPMENT

Ability to use standard office and audio-visual equipment.

WORKING CONDITIONS

Work is performed in an office and classroom environment.

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The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Management retains the right to add or to change the duties of the position at any time.

IMPORTANT:

Any qualifications to be considered as equivalents in lieu of stated minimums require prior approval of the Assistant Vice President for Human Resources.

In accordance with The University of Texas Health Science Center at San Antonio policy (*HOP-Section4.4.1*), job candidates for all Health Science Center positions must undergo a criminal background check before a job offer is made and before the candidate can begin to work.

Information resources including data, information, technology, and software are University resources and must be protected and used in conformance with all applicable laws and policies in accordance with 1TAC 201.13(b) Information Security Standards.