

Program Coordinator - Center for Texas Studies

- 501204
- Professional Staff
- Full-time
- Opening on: Jul 22 2026
- AddRan College
- Salary: \$54,446, commensurate with education and experience

Job Summary:

The Program Coordinator manages educational outreach initiatives for the Center for Texas Studies, serving TCU faculty, staff, students, and the broader DFW community. Responsibilities include budgeting, marketing, registration, database management, and overall program administration. By strengthening TCU's collaborative educational presence in the region, this role serves as a vital public liaison and advances Pillar 4 (Community Engagement) of the university's strategic plan.

Duties & Essential Job Functions:

1. Develops, plans, and executes educational events for students and the public, on and off campus in collaboration with the executive director.
2. Coordinates event logistics, including venue selection, catering arrangements, and audiovisual requirements, while ensuring effective communication with all stakeholders.
3. Provides administrative support as needed such as, but not limited to: arranging graduate assistant schedules, overseeing departmental supply needs, and processing forms for various programs.
4. Provides primary logistical support to visiting lecturers and dignitaries.
5. Serves as a liaison between Information Technology to maintain efficient operation of software and hardware.
6. Ensures compliance with university policies and risk management procedures.
7. Manages the processing of invoices, honorariums, payments, and receivables from vendors, contractors, and participants.
8. Acts as a departmental point of contact for accounting discrepancies and inquiries from Financial Services and Information Technology.
9. Develops, executes, and evaluates the effectiveness of various marketing strategies to promote departmental programs and events, utilizing various channels such as website management, direct email campaigns, and social media platforms.
10. Initiates and fosters collaborations with other TCU departments and local, state, and federal cultural/historical organizations.
11. Represents the Center on campus, in the community, and at professional conferences.
12. Performs other related duties as assigned.

Required Education & Experience:

- Bachelor's degree in Public History, Education, Marketing, Communications, or a related field and 1 year of experience in program coordination, event planning, or related administrative roles

Preferred Education & Experience:

- 5 years' experience in program coordination, event planning, or related administrative roles
- Grant Writing

Required Licensure/Certification/Specialized Training:

- None

Preferred Licensure, Certification, and/or Specialized Training:

- None

Knowledge, Skills & Abilities:

- Knowledge of database management.
- Knowledge of marketing software and concepts.
- Knowledge of basic financial recording keeping and accounting processes.
- Knowledge of data analysis methods and tools to identify patterns, trends, and insights for decision-making.
- Knowledge of data collection techniques and reporting measures.
- Skill in designing graphic marketing ads for multiple communication methods.
- Skill in major Microsoft Office applications.
- Skill in organization with attention to detail.
- Ability to demonstrate excellent analytical, communication, and interpersonal skills.
- Ability to manage multiple projects and meet deadlines.
- Ability to train collaborators, external stakeholders, and staff on instructional systems and features.

TCU Core Competencies:

University Core Competencies definitions may be found on the Human Resources website and in the staff performance management system.

Physical Requirements (With or Without Accommodations):

- Visual acuity to read information from computer screens, forms and other printed materials and information.
- Able to speak (enunciate) clearly in conversation and general communication.
- Hearing ability for verbal communication/conversation/responses via telephone, telephone systems, and face-to-face interactions.
- Manual dexterity for typing, writing, standing and reaching, flexibility, body movement for bending, crouching, walking, kneeling and prolonged sitting.
- Lifting and moving objects and equipment up to 20 lbs.

Work Environment:

- Work is indoors and sedentary and is subject to schedule changes and/or variable work hours.
- This role is an on campus, in-person position.

- There are no harmful environmental conditions present for this job.
- The noise level in this work environment is usually moderate.

Employment Values Statement:

Texas Christian University values Integrity, Engagement, Community, and Excellence in the workplace. TCU treats applicants and employees with fairness and respect. TCU hires and promotes individuals based on their qualifications and their commitment to making a positive impact on our student-centered community. TCU is an equal opportunity employer and follows all applicable employment laws. TCU fairly considers all qualified individuals, ensuring we are a workplace free from unlawful discrimination and harassment.