

The following rubric and evaluation matrix are based on a program coordinator position. These examples can be adjusted for the needs of individual search committees.

Rubric for Program Coordinator Position

	0	1-2	3-4
Education	Associate's degree or less	Bachelor's degree	Graduate degree
Office administrative support experience	No experience	One year experience	Two years or more years of experience
Interpersonal skills with diverse populations	No experience	Experience interacting professionally with a diverse population	Extensive experience interacting with multiple diverse populations
Proficiency with Office software	No experience	Has little experience or is only proficient in some but not all Office programs	Proficient in all Microsoft Office and Google business programs
Experience organizing and maintaining file systems	No experience	Has used a database for maintaining files	Has extensive experience maintaining a file database
Training/presentation experience	No experience	Has created and/or facilitated 1-2 trainings	Has created and/or facilitated several trainings
Research and writing Experience	No experience	Has minimal experience with research and/writing	Has extensive experience in either research and/or writing
EEO-related training/education	No training	Has attended 1-3 EEO related trainings	Has either participated in or facilitated several EEO related trainings

