JOB DESCRIPTION
The UNIVERSITY of OKLAHOMA

Project Coordinator I

Job Code: 10734

Salary Grade: 20

FLSA Status: Non-Exempt

Job Family: Organizational Administration

Job Subfamily: Project Management

The following statements are designed to outline the general functions and typical responsibility levels associated with positions in this classification. They are not intended to serve as an exhaustive list of specific duties or requirements for individual positions assigned to this classification.

Position Summary

Supports the coordination of assigned departmental projects under general supervision, maintaining schedules, documentation, and status reporting. Tracks deliverables and prepares the materials that keep project activity visible to the project lead and stakeholders.

Job Responsibilities

1. Maintains project plans, schedules, and milestone documentation for assigned projects.
2. Tracks deliverables and due dates, and escalates slippage to the project lead.
3. Prepares routine project status reports, meeting agendas, and summary materials.
4. Schedules project meetings, records action items, and follows up on assignments.
5. Maintains project files, version control, and shared documentation repositories.
6. Processes project related requisitions, invoices, and supplier paperwork within established procedures.
7. Collects project data and enters it into designated tracking systems.
8. Confirms that project activity follows institutional policies and documented procedures.

Minimum Requirements

Required Education & Experience:

- Education: Bachelor's Degree
- Experience: 0 years

  Equivalency/Substitution: Will accept 4 years of directly related experience in lieu of the Bachelor's degree, for a total of the stated experience plus 4 years.

Required Certifications or Licenses:

- None

Verification of education and licensure (if applicable) will be required if selected for hire.

Knowledge, Skills, and Abilities

- Knowledge: Performs duties with a foundational working knowledge of routine work processes, tools, principles, theories, and concepts.
- Communication & Collaboration: Exchanges standard information with colleagues and immediate supervisor.
- Problem Solving: Recognizes and escalates unusual situations or problems.
- Autonomy: Receives direction on priorities, assignments, and approaches while developing professional judgment.
- Leadership: Primarily an individual contributor with no formal leadership responsibility.

Working Conditions

- Standard office environment.
- Prolonged periods of sitting and working at a computer.
- Frequent use of a keyboard and repetitive motion.
- Occasional lifting of up to 25 pounds.
- May experience periods of elevated workload and competing deadlines.

Printed Date: 11/24/2026