



Project Coordinator

Job Code: 5311

Salary Grade: S08

FLSA Status: Non-Exempt

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.

Duties and Responsibilities

Coordinates and manages all activities related to a major project or projects in a College or Department.

- Coordinates all activities related to the project(s).
- Interfaces and serves as liaison with Campus, College and Department administration to accomplish project(s) outcomes.
- Leads the successful implementation using basic planning techniques.
- Establishes and maintains on-going reporting process.
- Attends meetings, workgroup sessions and seminars.
- Provides training and develops on-going training as needed.
- Performs related duties as assigned or as required to successfully fulfill functions of the position.

Minimum Qualifications

Education:

Required: Bachelor's degree.

Equivalency/Substitution: Will accept 48 months of related experience in lieu of the Bachelor's degree for a total of 72 months of related experience.

Experience:

Required: 24 months of project management or related experience.

Certifications or Licenses:

- None

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

Knowledge, Skills, and Abilities

Advanced organization and communication skills
Excellent computer skills
Ability to make independent decisions and judgment when following broad instructions
Ability to plan, coordinate, and prioritize workload
Advanced level of analytical, evaluative, and constructive thinking.

Working Conditions

Physical:
Sit for prolonged periods. Communicate effectively and listen. Use of a computer. Manual dexterity.

Environmental:
Standard Office Environment

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