



Senior Project Coordinator

Job Code: 7158

Salary Grade: S09

FLSA Status: 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 all activities related to the project(s). Ensures analysis, redesign, planning and implementing processes are developed, initiated, and supported to allow the department to achieve its financial, quality, and service goals on the project(s). Ensures all project processes and outcomes are consistent with the vision and values of the department.

- Responsible for assigned projects and develops planning for the department.
- Maintains department goals, objectives, policies, and procedures, to include but not limited to process improvement plans, assist with operating budgets, and project methodology.
- Ensures the department has the infrastructure and resources to perform its role effectively and efficiently.
- Ensures resources are available and applied appropriately to achieve performance goals in a timely manner.
- Uses tracking tools for all projects and summarizes individual project progress to management.
- Maintains effective internal and external communication regarding project management efforts while providing information to management.
- Participates in meetings and committees.
- Assists with the development and implementation of communication plans.
- Performs various duties as needed to successfully fulfill the function of the position.

Minimum Qualifications

Education:

Required: Bachelor's degree.

Experience or a combination of education & related experience can be considered in lieu of degree. A one-to-one ratio is used to determine the number of years of experience required in place of a degree.

Experience:

- 4 years of project coordination, project management support, 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

- Proficient in Microsoft Office Suite (Excel, Word, Outlook)
- Basic data analysis and general understanding of database concepts
- Ability to organize and work in stressful situations to meet deadlines
- Ability to work independently and as a team member
- Detail oriented
- Ability to communicate verbally and in writing

Working Conditions

Physical:

Sit for prolonged periods. Require standing, walking, climbing stairs, or navigating uneven terrain at project sites. Communicate effectively and listen. Manual dexterity. Use of a computer.

Occasional travel between project locations, meetings, or sites may be required. Work schedules may vary based on project timelines, operational needs, or requirements. May be required to wear appropriate Personal Protective Equipment (PPE) while in certain designed areas.

Environmental:

Work may be performed in office settings, active job sites, outdoor environments, or other assigned project locations
Frequent interaction with project teams, vendors, contractors, clients, and field personnel



JOB DESCRIPTION

The UNIVERSITY of OKLAHOMA

Exposure to varying weather conditions, noise, dust, machinery, and construction-related environments depending on assigned area

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