JOB DESCRIPTION
The UNIVERSITY of OKLAHOMA

Department Projects & Planning Specialist

Job Code: 8805

Salary Grade: S08

FLSA Status: Exempt

Job Family: Program & 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.

Job Responsibilities

Responsible for supporting the successful planning, coordination, and execution of departmental projects and initiatives that drive operational efficiency and strategic goals. This role collaborates with cross-functional teams to manage project timelines, allocate resources, monitor progress, and ensure deliverables meet quality standards

- Leads and supports departmental projects or internal program from initiation through completion, ensuring timelines, budgets, and quality standards are met.
- Develops and maintains detailed project plans, schedules, and documentation to track milestones and deliverables.
- Collaborates with department leadership and cross-functional teams to identify priorities, resource needs, and potential risks.
- Coordinates meetings, prepare agendas, take meeting minutes, and follow up on action items to ensure accountability.
- Analyzes data and performance metrics to inform decision-making and prepare regular status reports for stakeholders.
- Supports the development and implementation of strategic plans and operational initiatives.
- Facilitates communication across teams to promote transparency, problem-solving, and collaboration including leading meetings, committees, etc. to engage stakeholders to gather input and foster collaboration.
- Manages vendor relationships and procurement processes related to projects as needed.
- Assists in budget tracking and financial reporting associated with projects and departmental activities this includes processing purchase orders, monitoring expenses, and ensuring compliance with university financial policies.
- Identifies process improvement opportunities and contribute to streamlining workflows.
- Ensures compliance with university policies, procedures, and applicable regulation
- Develops and maintains databases and tracking systems for participation, outcomes, and feedback to inform continuous improvement efforts
- Supports marketing and communication efforts by drafting content for newsletters, websites, social media, and event promotions
- Monitor trends and best practices to recommend innovative approaches to program & project development
- May participate in training sessions, recruitment initiatives, and serve on departmental or organizational committees
- Performs other duties as assigned

Minimum Requirements

Education:

- Bachelor's degree

Experience:

- 3 years of experience in project coordination, program planning, or related area

Required Certifications or Licenses:

- None

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

Knowledge, Skills, and Abilities

- Excellent communication skills, both written and verbal, with experience preparing presentations and reports.
- Ability to work independently and collaboratively within cross-functional teams.
- Detail-oriented and analytical mindset with strong problem-solving skills
- Strong organizational and multitasking skills, with the ability to manage competing priorities effectively.
- Proficiency in project management software and tools
- Strong attention to detail

Working Conditions

- Standard Office Environment

- May require occasional extended hours to meet project deadlines or attend events.

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