

MASTER SPECIFICATION

JOB INFORMATION

Date:	1/17/2018 6:18:49 PM
Official Title:	Project Coordinator Master
System Affiliation:	
Employee Category:	
Pay Grade:	Pay Grade 4
Scheduled Hours	
Job Code:	323560
Job Family:	Administrative Support

JOB SUMMARY

The Project Coordinator assists in planning, organizing, coordinating, and evaluating an institutional sponsored project(s); plans and monitors performance against project goals and objectives and ensure project results.

NATURE OF WORK

This position functions as the lower of two levels of Project Coordinator. The Project Coordinator is responsible for providing general administrative support and coordination of staff and materials for assigned project(s). Additional responsibilities may include supervising and directing the work of lower-level clerical staff. Job responsibilities contribute to the accuracy, reliability, and acceptability of processes, services, or functions of the area. Work is performed under immediate supervision, working within guidelines and established standards. Problems faced in this position are varied, requiring analysis or interpretation of the situation. Decisions may affect a work unit or area within a department, and may contribute to business and operational decisions that affect the department.

Distinguishing Characteristics

Examples of Duties

Essential Functions

- Assists in planning, developing, coordinating, administering and executing development, execution and assessment for an institutional project(s).
- Manages the overall assigned project(s) including development, implementation, assessment, and outreach.
- Provides subject matter expertise specific to the specific project content.
- Provides resources and expertise to internal and external stakeholders including but not limited to serving on committees, delivering activities, and serving as an advisor.
- Researches, compiles, prepares, and composes analysis, data, reports and documents in support of the specialized focus area.
- May supervise positions that provide support to the project(s).
- Performs other job related duties as assigned.

Performs other functions as required or assigned. Also complies with all Policies and Standards.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education

Education Level	Field of Study	Req	Pref	And/Or
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Bachelor's degree

Related field

X

Additional Experience

[Check here if experience may substitute for some of the above education and describe how.](#)

X

Work Experience

<i>Experience</i>	<i>Experience Details</i>	<i>Req Pref</i>	
1 year +	Project coordination work experience	X	

