



<b>Job Title</b>	Administrative Project Director I, II	<b>Job Code</b>	AS0481, AS0482
<b>Pay Plan</b>	A&P	<b>Pay Grade</b>	22, 23
<b>Union</b>	Non-Union	<b>FLSA Status</b>	Exempt
<b>Job Family</b>	Administrative Management and Services	<b>Union Code</b>	0
		<b>Subfamily</b>	Project Management

**Job Family & Subfamily Summary**

**Administrative Management and Services Professionals** provide administrative support and assistance to one or many departments, administrative areas or executives.

**Project Management Professionals** perform duties related to the life cycle of specific projects from initiation through planning, execution, and project closing.

**Job Summary**

Provides senior level project management support to aid with critical and time sensitive projects in support of university initiatives. Often leads and supports multiple initiatives including the development, implementation, training, communication, and control of project plans, schedules, standards, budgets, and business objectives/plans for each project.

**Representative Duties**

**1. Planning**

- Determines and defines project stakeholders, scope, and objectives
- Directs the development and implementation of project plans, phases, deadlines, and project milestones
- Reviews/approves the required resource estimates

**2. Execution**

- Leads and supports multiple, concurrent initiatives with large organizational impact
- Oversees the coordination of various project activities
- Directs project review meetings; develops presentations, executive summaries, project status reports, and training materials as needed

**3. Monitoring**

- Monitors project activities and deliverables for completion and timeliness
- Resolves budgetary and timeliness obstacles
- Provides regular project updates to various stakeholders regarding strategy, adjustments, and progress

**4. Closure**

- Presents final project outcomes to stakeholders; evaluates performance against project objectives to ensure all deliverables have been achieved
- Confirms all required organizational, contractual, and other types of documentation are completed
- Directs post-project implementation review with stakeholders to assess outcomes, quality of deliverables, key accomplishments, and opportunities for improvement

## Education, Experience, Skill Requirements

	Required	Preferred
Education Level	Bachelor's	Master's
Certification(s)		Project Management Professional (PMP)
Licensure(s)		
<b>Work Experience</b>		
See Level Addendum below		
<b>Additional Requirements</b>		

## Physical/Environmental Demands

Standard office environment with no unique physical demands

## Level Addendum

*Career levels exhibited in this role are listed below. The extent of representative duties listed above will vary in accordance with level of scope, autonomy, and experience described below.*

### Level I

- 6+ years of relevant work experience
- Establishes and implements strategies that have short to mid-term (typically 1-3 years) impact on business results
- Leads multiple teams of directors/senior managers, and managers

### Level II

- 8+ years of relevant work experience
- 3+ years of leadership experience
- Establishes and implements strategies that have mid to long-term (typically 3-5 years) impact on business results
- Leads multiple teams of lower level executives, directors/senior managers, and managers

**This general outline illustrates the type of work that characterizes the job. The statements in this job description are not intended to be an exhaustive list of all duties, responsibilities and qualifications required of the job.**