



Job Title	Project Coordinator I, II	Job Code	AS0411, AS0425
Pay Plan	A&P	Pay Grade	17, 18
Union	Non-Union	FLSA Status	Exempt
Job Family	Administrative Management and Services	Union Code	0
		Subfamily	Administrative Support

Job Family & Subfamily Summary

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

Administrative Support Professionals performs duties related to the life cycle of specific projects from initiation through planning, execution, and project closing.

Job Summary

Supports the successful planning, execution, monitoring, and closing of a project.

Representative Duties

1. Planning
<ul style="list-style-type: none"> • Researches cost and availability of project resources as determined by stakeholders • Assists in development of project schedule and workplan
2. Execution
<ul style="list-style-type: none"> • Tracks project progress, keeping management informed of status of critical project deliverables • Facilitates proper and timely execution of internal paperwork and communications to help keep minor project items on schedule and the end users and stakeholders informed • Attends meetings pertinent to the main project, and performs any follow-up assignments as required
3. Monitoring
<ul style="list-style-type: none"> • Reviews and verifies information presented by vendors and university employees in relation to the project logistics and budget • Initiates requisitions, assists with purchasing card purchases, and receives invoices for processing from the Department • Tracks expenditures, notifying managers of any deviances from projected costs
4. Closure
<ul style="list-style-type: none"> • Documents and follows-up on any deliverables that have not been finalized • Assists with completion of all required organizational, contractual, and other types of documentation

Education, Experience, Skill Requirements

	Required	Preferred
Education Level	Bachelor's	Master's
Certification(s)		
Licensure(s)		
Work Experience		
See Level Addendum below		
Additional Requirements		

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

- 0+ years of relevant work experience
- Applies theoretical knowledge typically gained through higher education
- Work is closely supervised
- Problems faced are not typically difficult or complex
- Explains facts, policies and practices related to job area

Level II

- 2+ years of relevant work experience
- Applies knowledge gained through higher education and work experience
- Works independently with general supervision
- Problems faced are difficult but typically not complex
- May influence others within the job area through explanation of facts, policies and practices

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.