

ISSUED: 5/93

TITLE: Program/Project Coordinator I

SALARY

SCHEDULE: B

**8/91 & 3/88
CLASS**

CODE: PE322

UNION: P&A – Local 1979, U.A.W

SALARY

GRADE: 12

EEO

CODE: 30

FLSA: Exempt

E-

CLASS: PE

POSITION PURPOSE

Assist and participate in various administrative activities which affect the overall planning, development and implementation of specialized and/or technical research programs and projects for a Division, School, College or Center/Institute at the University.

ESSENTIAL JOB FUNCTIONS

- Assist management staff in the planning, development and implementation of project/program strategies. Review and assess program/project needs; recommend changes to support organizational operations and services.
- Participate in program/project research initiatives; develop and implement activities which may involve overseeing related training seminars and workshops. Interface with administrative personnel in determining program/project resource utilization, equipment and service capabilities, and policy and procedural changes.
- Prepare and develop detailed statistical and administrative reports regarding program/project status. Assist in the development of program/project materials and, dependent upon the organizational operation, any related information or publicity pieces. Participate in individual and group presentations.
- Assist in day-to-day management of area operations. May supervise, train, assign and monitor the work of a small number (1-3) of non-exempt and/or exempt personnel. Interview, hire, discipline and evaluate work activities of support staff. Train in appropriate methods and procedures.
- Keep abreast of technical and administrative developments and integrate such in the specific operational activities, services, and overall mission of assigned area. Serve as resource and respond to inquiries and resolve problems that arise.
- Perform related work as assigned.

ADDITIONAL COMMENTS

This classification level is designed to provide key staff assistance in the development, implementation and maintenance of specialized and/or technical research programs/projects for an assigned area. Work activities include various administrative services which may involve coordinating personnel, budgetary and operational activities. The major challenge of this position is to meet the overall mission and goals of the program and/or project which they are assigned. Work activities require knowledge of and experience in a specialized or technical field and the ability to supervise an activity or group of activities specific in objective and content. This classification is generally assigned to a Division, School, College or Center/Institute of the University. This classification reports to and receives work direction from a management level position.

MINIMUM QUALIFICATIONS

- Graduation from an accredited college or university or an equivalent combination of education and/or experience.
- Some program/project management experience preferred.
- Some knowledge of University policies and procedures preferred.
- Ability to communicate effectively with others.
- Strong oral and/or written communication skills.
- Strong analytic and problem solving skills.
- Ability to work independently and without formal instruction.
- Some knowledge of a specific discipline or the operational activities of an assigned area, e.g. computing technology, minority recruitment, government regulations, child development, infant and mental health, teacher education, etc.
- Typically, incumbents have had experience providing support for an administrative or research project.