

THE UNIVERSITY OF WYOMING JOB DESCRIPTION

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: [UW Human Resources](#).

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Title: PROJECT COORDINATOR

Reports To: Designated Supervisor

UW Job Code: 3941

UW Job Family: 32 – Administrative Support

SOC Code: 13-1199

FLSA: Non-exempt

Pay Grade: 19

Date: 4-29-98 (revised 1-10-01; 7-1-02; 9-1-02; 7-1-04)

JOB PURPOSE:

Coordinate the operational, financial and personnel functions of a designated project under limited supervision; provide training to staff and/or program participants; assist the assigned department/division/college with other related project functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Coordinate the administrative, financial and personnel activities of designated project.
- Develop, implement, and conduct workshops, presentations, and seminars to promote the project, as well as classes and activities based on project materials including consulting with program participants to determine needs, locating materials, and adapting materials to appropriate grade or teaching level.
- Represent Wyoming or the University at grant functions, or other meetings and events, which may include reporting on projects, planning collaborations with other project professionals, and evaluating projects.
- Develop public relations campaign to promote assigned project; may develop and maintain website; write articles for newsletter(s) or other publications.
- Assist in developing project goals and objectives and revising as necessary; assist in developing and implementing a comprehensive plan for delivery and assessment of meeting project objectives and goals.
- Assist in developing recruiting and funding strategies; may assist in planning and writing grant proposals; write reports on status of funded projects.
- Assist in developing project budget recommendations, disseminating funding and monitoring expenses against budget allocations.
- Supervise project support staff including hiring, training, evaluation, and discipline.
- Some positions may supervise designated staff and operations located in regional offices.

- Consult, as directed, with faculty, counselors, other staff members and the public to assist students and/or program participants associated with the project.

SUPPLEMENTAL FUNCTIONS:

- May provide academic and/or career advising, as directed, for specific projects.
- May serve as representative for the department on University or division/ college committees, as directed.
- May perform additional special assignments.

COMPETENCIES:

- Collaboration
- Developing Organizational Talent
- Formal Presentation Skills
- Individual Leadership
- Judgment
- Quality Orientation

MINIMUM QUALIFICATIONS:

Education: **Bachelor's degree in a related field**

Experience: **1 year work-related experience**

Required licensure, certification, registration or other requirements:

- **Valid driver's license is required for some positions**

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Basic, routine and advanced computer programs and software in use in the department or area.
- Basic, routine and advanced finance, accounting, budgeting, and cost control procedures.
- Student/program participant recruitment and retention issues.
- Basic, routine and advanced student/program participant outreach services and activities.
- Basic, routine and advanced targeted recruitment principles, procedures, and resources.
- Basic, routine and advanced community outreach practices.
- A variety of basic, routine and advanced recruitment/public relations strategies and technique.
- Applicable support organizations.
- Support needs of population served by project.
- Basic, routine and advanced laws, regulations, methods, and techniques in the area of specialty.
- Project management principles, practices, techniques, and tools.
- Human Resources concepts, practices, policies, and procedures.
- Basic and routine appropriate level academic advisement and career advising principles, procedures, and techniques.

- Basic and routine grant writing and administration procedures.

Skills and Abilities to:

- Maintain strict confidentiality.
- Communicate effectively both orally and in writing with a wide range of individuals and constituencies.
- Analyze and solve basic, routine and advanced problems.
- Develop and maintain basic, routine and advanced record-keeping systems and procedures.
- Develop and maintain accessible websites.
- Prepare and print basic, routine and advanced correspondence and mailing lists.
- Coordinate, organize, develop and conduct basic, routine and advanced educational programs, workshops, meetings and special events.
- Plan community outreach projects.
- Design, develop, and implement basic, routine and advanced recruitment plans.
- Perform basic, routine and advanced program assessments.
- Translate technical information for the appropriate age or grade level audience.
- Develop project goals, timelines, funding and budgetary strategies.
- Supervise and train assigned staff including organizing, prioritizing, and scheduling work assignments.
- Perform academic and or career advising.
- Work as a team member and foster a cooperative work environment.

WORKING CONDITIONS:

No major sources of discomfort, standard office environment. Some travel may be required.

DISTINGUISHING FEATURES:

Project Coordinator, Assistant: Works under general supervision providing assistance in the coordination of a designated project; emphasis is on conducting classes and activities, adapting class materials and promoting the assigned project. Provides assistance in evaluating services to students and/or program participants, the development of project goals and objectives, and record-keeping and accountability. May provide updates to websites and writing of articles.

Project Coordinator: Works under limited supervision providing coordination of a designated project; emphasis is on developing, implementing, and conducting workshops, presentations and seminars to promote the assigned project. Develops public relations campaigns, may maintain website and write articles. Provides assistance in the development of project goals and objectives, and recruiting and funding strategies. Assists with the development of project budget and writing grant proposals. Supervises designated staff.

Project Coordinator, Senior: Works under very limited supervision providing coordination and management of a designated project; emphasis is on development, implementation, and assessment of

project goals and objectives. Provides development of recruiting and funding strategies, planning and writing grant proposals and development of project budgets. Directs and supervises designated staff.

Authorized by Classification/Compensation, Human Resources

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act (exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.