

## **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, SENIOR

**Reports To:** Designated Supervisor

**UW Job Code:** 3942

**UW Job Family:** 32 – Administrative Support

**SOC Code:** 13-1199

**FLSA:** Exempt

**Pay Grade:** 21

**Date:** 2-3-99 (revised 1-10-01; 7-1-02; 9-1-02; 10-25-02; 11-12-02; 7-1-04)

### **JOB PURPOSE:**

Coordinate and manage the operational, financial, and personnel functions of a large and/or complex specialized project(s) for a designated department under very limited supervision.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Coordinate and manage the administrative, financial, and personnel activities of designated large and/or complex project(s).
- Develop project goals and objectives and revise as necessary; develop and implement a comprehensive plan for delivery and assessment of project objectives and goals.
- 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 recruiting and funding strategies; plan and write grant proposals; negotiate approval of grant awards; write reports on status of funded projects.
- Develop project budgets; disseminate funding and monitor expenses against budget allocations.
- Direct and supervise the project personnel functions including hiring, training, supervision and evaluation of staff.
- Consult with faculty, counselors, 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 for specific projects.
- Represent 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
- Innovation
- Judgment
- Quality Orientation
- Work Prioritization & Management

## **MINIMUM QUALIFICATIONS:**

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

Experience: **3 years work-related experience, including administration, supervision, and counseling experience**

Required licensure, certification, registration or other requirements:

- **Valid driver's license is required for some positions**
- **Some positions require licensure and/or certification as a counselor, addictions therapist, marriage and family therapist, or clinical social worker as stated in the specific position advertisement.**

## **KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of:

- 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 techniques.
- Applicable support organizations.
- Support needs of population served by project.
- Basic, routine and advanced laws, regulations, methods, and techniques in the area of specialty.
- Basic, routine and advanced HTML, web page creation, and website maintenance.
- University rules and procedures.
- Human Resources concepts, practices, policies, and procedures.
- Appropriate level academic advisement and career advising principles, procedures, and techniques.
- Alternative fundraising programs, methods and techniques.
- Contracts and grants preparations and management.

Skills and Abilities to:

- Maintain strict confidentiality.
- Communicate effectively both orally and in writing with a wide range of individuals and constituencies.
- 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.
- Design, develop, and implement basic, routine and advanced recruitment plans.
- Perform basic, routine and advanced program assessments.
- 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.
- Identify and secure alternative funding/revenue sources.
- Propose and write grants.
- Investigate, analyze information, draw conclusions, and make recommendations based on data or findings.
- 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.