

The University of Texas at San Antonio

Job Description

Job Title: Project Coordinator
Code: 15056
Salary Grade: 59
FLSA Status: Exempt
Department/Division: Job available in different departments/divisions
Reports To: In accordance with specific departmental policies

Summary

- Function: To provide oversight and administrative responsibility in the implementation and operation of a project or activity.
- Scope: Manage and coordinate complex administrative projects or activities that require a high degree of specialized knowledge. Conducts research, provides data, makes recommendations, and implements solutions to achieve project goals and objectives.

Duties

- Typical:
 1. Monitors and evaluates the project performance.
 2. Coordinate the collection, analysis and distribution of data.
 3. Assist in the formulation and writing of new or amended rules, regulations, policies and procedures.
 4. Perform for timely and economic utilization of resources assigned to the project.
 5. Formulate groups for project teams and trains project personnel.
 6. Inform upper management on the current status of all project tasks.
 7. Perform additional duties as assigned.
- Periodic:
 1. Manage project, program and activity budgets.

Education

Required	Preferred
Bachelor's degree from an accredited institution.	Master's degree from an accredited institution.

Other Requirements

Required	Preferred
Criminal Background Check (CBC).	N/A

Experience

Required	Preferred
Five years of experience in planning or a related business field.	Similar experience in higher education.

Equipment

Required	Preferred
Personal computer and standard office equipment.	N/A

Working Conditions

Usual	Special
Normal office conditions.	N/A

Supervision

Received	Given
General direction from immediate supervisor.	Direct supervision to assigned staff.

Accuracy

Proficiency in all phases of the duties performed.
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Security Sensitive

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

Internal Control

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.
