

# The University of Texas at San Antonio

## ***Job Description***

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Job Title: Strategic Services Planning Coordinator  
Code: 15057  
Salary Grade: 59  
FLSA Status: Exempt  
Department/Division: Strategic Initiatives/Office of Information Management & Technology  
Reports To: Executive Director Strategic Information Management & Technology Services

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## ***Summary***

**Function:** To provide oversight and administrative responsibility in the implementation and operation of a project or activity in the Office of Information Management & Technology.

**Scope:** Coordinate complex administrative projects or activities that require a high degree of specialized technical knowledge to include all customer related software the Office of Information Technology (OIT) offers including Office 365, Adobe Creative Cloud and Qualtrics. Conducts research, provides data, makes recommendations, and implements solutions to achieve project goals and objectives.

## ***Duties***

### **Typical:**

1. Completes research (project specifications, proposals).
2. Facilitates communications between different projects, faculty, staff and departments.
3. Schedules project meetings as needed.
4. Coordinates, writes and edits project, program and event budgets.
5. Responsible for writing and/or editing project management technical reports, manuals and other materials.
6. Monitors and evaluates projects, timeline and performance.
7. Coordinates the collection, analysis and distribution of data.
8. Coordinates the formulation and writing of new or amended project management rules, regulations, policies and procedures.
9. Analyzes timely and economic utilization of resources assigned to the project.
10. Coordinates groups for project teams.
11. Coordinates projects with academic groups, grants, contracts and SharePoint user groups.
12. Applies knowledge and understanding of web-based systems, applications and authoring practices for all OIT software.
13. Performs additional duties as assigned.

***Education***

<b>Required</b>	<b>Preferred</b>
Bachelor's degree from an accredited institution.	N/A

***Other Requirements***

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

***Experience***

<b>Required</b>	<b>Preferred</b>
Five years of experience in planning or a related business field.	Experience in higher education coordinating technology related projects.

***Equipment***

<b>Required</b>	<b>Possible</b>
Personal computer and standard office equipment.	N/A

***Working Conditions***

<b>Usual</b>	<b>Special</b>
Normal working conditions.	N/A

***Supervision***

<b>Received</b>	<b>Given</b>
General direction from assigned supervisor.	Direct supervision of 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.
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***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.