AUBURN
Human Resources

Project Coord, McCrary Inst

Job Description

JOB INFORMATION

Job Code	AE97
Job Description Title	Project Coord, McCrary Inst
Pay Grade	AS09
Range Minimum	$43,910
33rd %	$51,230
Range Midpoint	$54,890
67th %	$58,550
Range Maximum	$65,870
Exemption Status	Exempt
Organizational use restricted to the following divisions	128 Samuel Ginn Col of Engineering
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	2/4/2019

JOB FAMILY AND FUNCTION

Job Family:	Administration & Operational Support
Job Function:	Operational Support

JOB SUMMARY

Coordinates a variety of process improvement projects within a division or large department and ensures all projects are completed on time, within budget, and meet expected quality standards. Prepares comprehensive action plans including resources, timeframes, and budgets for projects, and performs various coordinating tasks, such as scheduling, assessing risk, and other administrative duties.

RESPONSIBILITIES

- Coordinates various project activities, resources, equipment, and information. Segments projects into actionable tasks, sets timeframes, and assigns to the appropriate personnel based on knowledge and skill set. Monitors project progress and addresses any issues that arise. Keeps supervisor informed of major issues, compliance risks, and other matters which do not appear to be in line with current practices, policies, and procedures.
- Serves as the main point of contact for each project and communicates project status to all participants. Serves as a liaison with clients to identify and define requirements, scope, and objectives, and ensures that clients' needs are met as projects evolve.
- Creates and maintains comprehensive project documentation, plans, and reports. Analyzes risks and opportunities and creates and/or tracks budget implications as necessary.
- Assigns tasks to internal teams and assists with schedule management. Coordinates multiple projects by following up with involved personnel to ensure tasks are being met and timeline is on schedule to meet target deadlines.
- Implements and effectively communicates process improvement modifications to faculty and/or staff in a supportive and positive manner to ensure changes are welcomed, completed, and continued. Trains personnel as needed.
- Conducts post-project research to ensure process improvement methods are being utilized as intended and are making a sufficient impact.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Bachelor's Degree	Degree in Business Administration, Business Management, Supply Chain, or related field.	and	2 years of	Experience in project coordination and/or management to include all phases of a project, from planning, execution, and through the end of the project.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of process improvement techniques and application.	
Ability to prepare and interpret flowcharts, schedules, and step-by-step action plans.	
Strong working knowledge of Microsoft Excel.	
Strong organization and communication skills.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
None Required.				

REQUIRED PRE-EMPLOYMENT/ONGOING SCREENINGS

Financial History Check

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting				X		
Lifting	X					
Climbing		X				
Stooping/ Kneeling/ Crouching		X				
Reaching				X		
Talking					X	
Hearing					X	
Repetitive Motions					X	
Eye/Hand/Foot Coordination					X	

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise		X			
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Vision Requirements:
Ability to see information in print and/or electronically.