

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, ASSISTANT

Reports To: Designated Supervisor

UW Job Code: 3007

UW Job Family: 32 – Administrative Support

SOC Code: 13-1199

FLSA: Non-exempt

Pay Grade: 17

Date: 5-10-00 (revised 7-1-02; 9-1-02; 11-15-02; 7-1-04)

JOB PURPOSE:

As directed, assist with the coordination of a designated project, represent the project at events, and assist with the promotion of the project.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist with coordinating the administrative and personnel functions of a designated project, as directed.
- Under supervision, conduct 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, as directed.
- Assist with coordinating and advertising project events and funding activities; may develop and implement a public relations campaign.
- Assist in evaluating services for students and/or program participants.
- Assist supervisor in developing or modifying project goals, objectives and activities; maintain accountability and record-keeping systems, as directed.
- May assist with maintaining website; write articles for website, newsletter(s) or other publications, as directed.
- May assist in writing designated sections of grant proposals and other funding/ project proposals.

SUPPLEMENTAL FUNCTIONS:

- Assist with records management; grant bookkeeping, payroll, purchasing, travel, budget management, fiscal online reporting, inventory records, and general clerical duties, as directed.

- Monitor expenses for personnel, supplies and equipment; may make budget recommendations.
- Complete and assist in coordination of other special projects as assigned by supervisor.
- May perform additional special assignments.
- Some positions may provide first aid, cardiac pulmonary resuscitation (CPR), or use an automatic external defibrillator (AED), as directed.

COMPETENCIES:

- Ability to Learn
- Formal Presentation Skills
- Collaboration
- Quality Orientation
- Service Orientation
- Work Tempo

MINIMUM QUALIFICATIONS:

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

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

Required licensure, certification, registration or other requirements:

- **Valid driver's license is required for some positions**
- **Some positions require First Aid, Cardiac Pulmonary Resuscitation (CPR), Automatic External Defibrillator (AED) certifications, blood-borne pathogen certification, and some positions require a specific level of Instructor and/or Instructor/Trainer certification.**
- **Please refer to the individual position advertisement for any position certification requirements.**

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Basic and routine computer programs and software in use in the department or area.
- Basic supervisory principles, practices, methods and techniques.
- Basic and routine finance, accounting, budgeting, and cost control procedures.
- Supplies, equipment, and/or services ordering and inventory control.
- Student/program participant recruitment and retention issues.
- Basic and routine student/program participant outreach services and activities.
- Basic and routine targeted recruitment principles, procedures, and resources.
- Basic and routine community outreach practices.
- A variety of basic and routine recruitment strategies and techniques.
- Applicable support organizations.
- Basic and routine laws, regulations, methods, and techniques in the area of specialty.
- Basic and routine Html, web page creation, and website maintenance.
- University rules and procedures for form processing.

Skills and Abilities to:

- Communicate effectively both orally and in writing with a wide range of individuals and constituencies.
- Develop and maintain basic and routine record-keeping systems and procedures.
- Develop and maintain accessible websites.
- Prepare and print basic and routine correspondence and mailing lists.
- Coordinate, organize, develop, and conduct basic and routine educational programs, workshops, meetings, and special events.
- Some positions may plan community outreach projects.
- Design, develop, and implement basic and routine recruitment plans.
- Perform basic and routine program assessments.
- Gather data, compile information, and prepare basic and routine reports.
- Translate technical information for the appropriate age or grade level audience.
- Meet deadlines and manage project timelines and priorities.
- Some positions may move and/or lift up to 10 pounds regularly and up to and over 100 pounds occasionally.
- 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.