

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: SEO PROJECT MANAGER

Reports To: Designated Supervisor

UW Job Code: 3579

UW Job Family: 35 – Student Services Management Support

SOC Code: 25-9099

FLSA: Exempt

Pay Grade: 24

Date: 10-1-19

JOB PURPOSE:

Manage the financial, personnel, and operational functions of assigned projects. Ensure compliance with federal budgetary guidelines and regulatory compliance with service and participant eligibility to achieve grant objectives. Manage operations effectively and in compliance with federal regulations and SEO policies and procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Ensure appropriate and successful student services and outcomes.
- Manage budgets and all operations in compliance with federal legislation, regulations, Uniform Grant Guidance, EDGAR, RFPs and UW policies.
- Undertake multiple annual budgetary projections and undergo federal budget reviews.
- Oversee daily compliance functions and participate in reviewing departmental policies and procedures.
- Undertake data management and annual reporting functions.
- Work effectively under challenging deadlines.
- Hire, train, supervise, and evaluate benefited and non-benefitted staff including staff under distance supervision.
- Write competitive federal grant proposals.
- Design, assess, and train staff on services provided to students during the academic year and for summer programs for those projects incorporating residential programs.

SUPPLEMENTAL FUNCTIONS:

- Participate in planning, maintenance and achievement of departmental goals.
- Serve on committees and represent the department at meetings and events.

- Engage in overnight travel for professional development activities and travel regularly to outreach sites in Wyoming.

COMPETENCIES:

- Independence
- Individual Leadership
- Strategic Planning
- Judgment
- Initiative
- Collaboration
- Developing Organizational Talent
- Work Prioritization & Management

MINIMUM QUALIFICATIONS:

Education: **Master's degree or Bachelor's degree plus four years work-related experience**

Experience: **2 years work-related experience**

Required licensure, certification, registration or other requirements: **None**

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Programs/services available to University and Wyoming high school students.
- Policies, programs and services affecting students.
- Project coordination, implementation, administration, and assessment.
- Financial and accounting processing and policies.
- Academic advisement procedures.
- Barriers to educational achievement associated with students who are first-generation, low-income or otherwise socioeconomically disadvantaged.
- Student financial aid and economic literacy advising.
- Budgeting, cost estimating, and fiscal management principles and procedures including in relation to federal funding.
- Procedures and processes associated with the development and dissemination of information related to student programs/services.
- Assessment and reporting techniques.
- Supervisory principles and distance supervision techniques.
- Regulations associated with federal or similar grant operations.

Skills and Abilities to:

- Effectively lead and work within group processes and interpersonal relations.
- Problem-solve and resolve conflict.

- Counsel and advise students.
- Develop and provide training to staff.
- Communicate effectively orally, in writing, and in interpersonal communications.
- Gather data, compile information, prepare written reports, and present information.
- Coordinate and organize a variety of programs and services.
- Supervise and train assigned staff, including organizing, prioritizing, and scheduling work assignments.
- Organize and oversee extensive databases of student information and prepare federal reports.
- Foster a cooperative work environment.
- Examine and re-engineer operations and procedures, formulate policies, and develop and implement new strategies and procedures.
- Work effectively with a wide range of constituencies in a diverse community.
- Write competitive grant applications.
- Use advanced features of Microsoft Office programs and proprietary software in use in the department.
- Work under strict federal compliance and audit standards.

WORKING CONDITIONS:

Regular exposure to video display terminals; intermittent moderate noise levels; vehicle use in all seasons; some positions are exposed to heights and outdoor weather conditions occasionally.

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.