

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 COORDINATOR, SENIOR

Reports To: Designated Supervisor

UW Job Code: 3578

UW Job Family: 35 – Student Services Management Support

SOC Code: 25-9099

FLSA: Exempt

Pay Grade: 22

Date: 10-1-19

JOB PURPOSE:

Under very limited supervision, design, coordinate, implement and administer academic, career, personal, college access, college retention and graduation, financial aid, financial/economic literacy advising functions to eligible socioeconomically disadvantaged students and supervise professional and hourly staff in providing these services. Undertake administrative duties related to fulfilling grant obligations including overseeing federal compliance and audit readiness, budget development and monitoring, federally-mandated reporting requirements, events management, professional development, curriculum development, and assessment activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Undertake administrative planning and oversight functions for academic programs and events including hiring and training academic and residential staff, planning course offerings and schedules, planning logistics and staffing for research internships, and overseeing a variety of arrangements for summer program preparation in coordination with multiple UW offices. Supervise benefitted and non-benefitted staff in supporting a variety of project functions.
- Assist with developing and monitoring federal budgets and scholarship funds.
- Manage grant operations related to a variety of funded obligations.
- Provide advising and support functions to project participants and their families.
- Design and provide individualized services and undertake group workshops and training for eligible participants.
- Independently recruit and serve eligible students under federal and SEO guidelines.
- Develop and maintain relationships with local educational and community agencies and lead collaborative initiatives to further postsecondary access and success for participants.
- Undertake data management and annual reporting functions.

- Maintain knowledge of and strict compliance with federal legislation, federal regulations, and OMB directives as well as UW and SEO policies and procedures.

SUPPLEMENTAL FUNCTIONS:

- Participate in planning, maintenance and achievement of departmental goals.
- Serve on committees and represent the project at meetings and events.
- Develop and provide training on a variety of topics, as needed.
- Engage in overnight travel for professional development activities and travel regularly to outreach sites in Wyoming.

COMPETENCIES:

- Independence
- Organization
- Individual Leadership
- Strategic Planning
- Judgment
- Initiative
- Collaboration

MINIMUM QUALIFICATIONS:

Education: **Bachelor's degree**

Experience: **3 years work-related experience**

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

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Programs/services available to University students.
- Administrative and student services functions of high schools in Wyoming.
- Policies, programs and services affecting students.
- Project coordination, implementation, administration, and assessment.
- Academic advisement procedures.
- Data management techniques and software.
- Small- and large-scale event planning protocols.
- Barriers to educational achievement associated with students who are first-generation, low-income or otherwise socioeconomically disadvantaged.
- Student financial aid and economic literacy advising.
- Integrated functions of college-level registrar, admissions, financial aid, and student affairs.
- A range of student life issues and concerns.

- 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.
- 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 deliver professional development curriculum and training workshops. Meet demanding departmental and federal deadlines and schedules.
- Use advanced features of Microsoft Office programs and proprietary software in use in the department.
- Communicate effectively, both orally and in writing.
- 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.
- 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.
- 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.