**Project Coordinator I Standard Job Description**

**Classification Title:** Project Coordinator I

**FLSA Exemption Status:**Exempt

**Pay Grade:** 8

**Job Description Summary:**

The Project Coordinator I, under general supervision, supervises, coordinates, and assists with the completion of projects. Develops and coordinates project plans through full implementation.

**Essential Duties and Responsibilities:**

**30% Project Coordination and Management**

* Coordinates the development, design, purchase, installation, and implementation of new services.
* Ensures compliance with applicable regulations.
* Coordinates project activities including project initiation, value assessments, work plan development, estimating, and project controls.
* Coordinates with vendors and others in the delivery and support for systems and services.
* Coordinates multiple work streams to ensure cross-project dependencies and impacts are identified and managed.

**20% Financial Monitoring and Reporting**

* Monitors and reports on financial activity for assigned projects.
* Assists with forecasting and progress reporting against milestones, budgetary updates, and the change management process.

**10% Database Management and Security**

* Maintains database integrity, security, and accuracy.

**10% Reporting and Documentation**

* Writes reports and other related materials.

**10% Supervision and Staff Support**

* May supervise staff and students.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Qualifications:**

**Required Education:**

* Bachelor’s degree in applicable field or equivalent combination of education or experience.

**Required Experience:**

* Three years of related experience in project coordination/administration.

**Required Licenses and Certifications:**

* None

**Required Knowledge, Skills, and Abilities:**

* Ability to multitask and work cooperatively with others.
* Knowledge of word processing and spreadsheet applications.
* Knowledge of standard proofreading.
* Ability to prioritize, manage multiple projects, and meet deadlines.

**Additional Information:**

**Machines and Equipment:**

* Computer
* Telephone

**Physical Requirements:**

* None

**Other Requirements and Factors:**

* This position is security sensitive
* This position requires compliance with state and federal laws/codes and Texas A&M University System/TAMU policies, regulations, rules and procedures
* All tasks and job responsibilities must be performed safely without injury to self or others in compliance with System and University safety requirements

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[ ]  **Yes**

[x]  **No**

**Does this classification have the ability to work from an alternative work location?**

[ ]  **Yes**

[x]  **No**