



TEXAS WOMAN'S
UNIVERSITY™

DATE ISSUED: 01/17
FLSA: Exempt
PTO: COVS

JOB DESCRIPTION

TITLE

IT Project Coordinator

JOB SUMMARY

Responsible for assisting the Office of Technology in a non-management capacity with the directing, planning and support of staff and projects. Supports priorities in alignment with university administrative and academic initiatives. Coordination of Office of Technology events; detailing, documentation and assessment of technology projects; and the implementation of technology best practices are key components of the responsibilities of this position. Work is performed independently under limited supervision and performance is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policy & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Director

Supervises: May supervise students

ESSENTIAL DUTIES - May include, but not limited to the following:

- Assists in a non-management capacity with directing, planning and support of staff and projects.
- Assists with the detailing, documentation, and assessment of technology projects.
- Coordinates strategic planning, compliance, and governance documents.
- Coordinates the development and implementation of technology best practices in alignment with University and Office of Technology initiatives and priorities.
- Meets individually and in groups with staff regarding Office of Technology projects.
- Coordinates the development and reporting of metrics.
- Ensures alignment with professional best-practices.
- Office of Technology event planning.
- Serves as a liaison to faculty and staff.

ADDITIONAL DUTIES

- Performs other duties as requested.

EDUCATION

Bachelor's degree required.

EXPERIENCE

Two years of higher education or technology support experience.

REQUIREMENT

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:

- Knowledge of project management principles and practices.
- Proficient in Microsoft Outlook, Word, Excel, PowerPoint and Project.
- Excellent written and verbal communication skills.
- Excellent organizational and event planning skills.
- Ability to provide analysis and documentation of certain project aspects.
- Ability to track and reconcile budgets.
- Ability to multitask, prioritize, managing time efficiently and meeting deadlines.
- Ability to work in a professional, fast-paced and team environment.
- Organized, reliable, detail-oriented and able to follow up on tasks.
- Comfortable with technology and an adaptive learner.
- Ability to use a personal computer and other office equipment, including university software and email.

PHYSICAL DEMANDS

The physical demands described in the Essential Duties and below are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The employee may be required to travel.

WORK ENVIRONMENT

All employees are responsible for maintaining an environment that is free from discrimination, intimidation, harassment, including sexual harassment. Work is normally performed in a typical interior work environment.

SAFETY

TWU promotes a safe working environment. Employees are responsible for completing assigned tasks safely and efficiently, and supervisors are responsible for creating and maintaining a safe work environment. Employees must report any unsafe work conditions or practices, as well as any near-miss incidents, to their supervisor and Risk Management. Supervisors and employees should ensure that injury/accident reports are submitted to the Office of Human Resources and Risk Management within 24 hours of the incident.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: _____ **Date:** _____

Employee Printed Name: _____

Texas Woman’s University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

Texas Woman’s University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, gender, sex, sexual orientation, ethnic origin, age, veteran’s status, or against qualified disabled persons.

All positions at Texas Woman’s University are deemed security sensitive requiring background checks.