



TEXAS WOMAN'S
UNIVERSITY™

DATE ISSUED: 07/13
FLSA: Non-Exempt
PTO: COVS

JOB DESCRIPTION

TITLE

Project Coordinator

JOB SUMMARY

Performs coordinative work in day-to-day operations in order to develop and implement projects. Areas of concern include project development, financial management and administration, consultation operations, and planning. Work is performed under general 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 Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Department Head or Supervisor

Supervises: May supervise program staff, volunteers, and Student Assistants

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

- Monitors activities of projects to assure that policies and guidelines are observed.
- Collects project data for special reports.
- Prepares annual budget.
- Provides administrative support.
- Develops and maintains an effective record keeping procedure.
- Ensures that support services are provided to the program and community.
- Observes work and safety rules.
- Coordinates Open Houses for both the Denton and Houston campuses.
- Coordinates campus visits for groups and individuals.
- Monitors activities of projects to assure that policies and guidelines are observed.
- Collects and compiles reports as directed, including evaluations from campus visits.
- Inputs data for campus visits, open houses and other events.
- Follows up with attendees as needed.
- Maintains good public relations.
- Anticipates needs of the project and develops recommendations for filling these needs.

ADDITIONAL DUTIES

- Performs other duties as requested.

EDUCATION

Bachelor's degree in area generally related to project content or assigned responsibilities, preferred.

EXPERIENCE

Two years experience in generally related area.

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:

- Working knowledge of office practices and methods.
- Ability to coordinate work with other employees, providing direct instruction or supervision as assigned.
- Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.
- Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.
- Ability to communicate effectively orally, by phone, in person, and in writing.
- Ability to represent the department and University in a friendly, courteous, and professional manner.
- Ability to use a personal computer and other office equipment, including related 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.

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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.