



Job Description

Job Title:	Special Projects Coordinator	Grade:	J
Department:	Learning Unit	FLSA:	Non-exempt

The incumbent in this job is expected to assist the College in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.

General Function:

This position performs a variety of moderately complex administrative tasks to support the Learning Unit management, programs, and special assignments.

Characteristic Duties and Responsibilities:

1. Assists the Associate Vice President for Learning in monitoring budgets of the deans; compiles, analyzes and summarizes financial information in order to monitor budget status; communicates findings with deans.
2. Assists with researching and resolving issues and discrepancies with the budgets; develops reports to assist in solving/ resolving problems/ issues.
3. Designs and implements training materials for specialized reports and SharePoint sites; trains deans in the use of the spreadsheets, databases and SharePoint sites.
4. May provide project coordination support by compiling information from multiple sources, tracking timelines, progress of action plans and items, coordinating resources and materials, and updating project databases.
5. May provide event planning support by securing meeting space, negotiating vendor contracts, making travel arrangements, mobilizing volunteers, organizing registration for participants, scheduling room arrangements including technology, selecting menu items and entertainment, and preparing agendas and handouts.
6. May design and maintain multi-level websites (on the intranet and internet) for the Learning Unit and key initiatives at the College including editing, loading and updating relevant content to ensure accuracy of information.
7. May serve as member of college-wide committees and student success initiatives and/or provide administrative support to committee chairs for meetings.
8. May provide budget management support by assisting with budget prep, input, and monitoring budget items, as well as preparing spreadsheets, binders and management reports.
9. May draft internal and external written correspondence, as well as, edit memos, proposals, reports, and other documents.
10. May serve as liaison between internal and external customers/constituents by answering telephones, greeting visitors, providing accurate information to students and staff regarding services, explaining procedures, referring inquiries to the appropriate person, and maintaining confidentiality of information and records in verbal forms of communication.
11. May perform administrative tasks for supervisor and self which may include scheduling and maintaining calendar, organizing and prioritizing workload, maintaining files, making travel arrangements, processing standard forms, generating contracts and procuring office supplies and equipment, scheduling meetings, and taking and publishing minutes.
12. Performs other duties as assigned.

The intent of this job description is to provide a representative summary of the essential functions that will be required of positions given this title and should not be construed as a declaration of specific duties and responsibilities of any particular position. Employees will be assigned specific job-related duties through their hiring departments. Specific job-related duties assigned by hiring departments shall be consistent with the representative essential functions listed above and shall not be construed as expanding a particular position's role, scope, FLSA status, or grade. Revised April 2014



Job Description

Job Title:	Special Projects Coordinator	Grade:	J
Department:	Learning Unit	FLSA:	Non-exempt

The incumbent in this job is expected to assist the College in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.

Reporting Relationships:

Direction Received: Reports to the Associate VP, Assistant to the VP

Direction Given: No authority or responsibility for the supervision of others, for project direction and/or program administration

Minimum Requirements:

Bachelor's Degree from a regionally accredited institution and three to five years of full-time relevant work experience in an office environment

Preferred Qualifications:

Three to five years of experience in project coordination

Knowledge, Skills, Abilities and Worker Characteristics:

- Knowledge of the College's policies, procedures
- Knowledge of resources available on the CPCC website
- Proficiency in MS Office Products (especially Word and Excel)
- Ability to operate standard office and computer equipment
- Ability to conceptualize and create report templates and formats
- Ability to leverage technology to compile information from multiple sources
- Ability to convert data tables into charts, graphs, and presentations
- Strong organizational skills
- Strong project coordination and tracking skills
- Strong verbal communication skills
- Strong written, punctuation, grammar and editing skills
- Ability to work well with individuals with diverse backgrounds

Working Conditions:

Typical office environment