

Job Level	Project Management Coordinator	Professional Level III
Oversight Received	<ul style="list-style-type: none"> <li>* The Coordinator is responsible for special projects for Engagement as directed by the Vice President for Engagement as well as projects for Continuing Education.</li> <li>* Create and manage existing and new projects as directed; Develop teams and deliver needed outcomes including documents and events.</li> <li>* Reports to the Online Project Management Lead of CSU Online and the Senior Director of Continuing Education</li> </ul>	<ul style="list-style-type: none"> <li>• Works independently</li> <li>• May serve as a resource for other professionals</li> </ul>
Problem Solving	<ul style="list-style-type: none"> <li>* Create and manage all project budgets within funding parameters</li> <li>* Has the authority to decide what resources and what conclusions are appropriate</li> <li>* Anhui Group/China initiatives: Primary unit liaison for CSU-Anhui strategic partnership initiatives, including an emerging University-based Extension alliance of 10 Chinese universities and 8 US universities</li> <li>* Extension survey (annual) and CSU Faculty Ram Tour (annual): Manage these projects</li> <li>* Community Engagement awards/applications/events: Assist with review annual award applications on behalf of national engagement organizations. Sit on university/regional engagement councils as requested.</li> <li>* Budgets and Financial: As needed, will assist Engagement, supported by additional unit Finance Directors in CSU Online and CSU Extension. Support all VPE funds (11,12,13,16,53,64) within fund parameters and budgets. Assist as needed with fund documentation, transaction approvals, PCard, POs, and monthly reconciliations</li> <li>* HR/OEO: Assist as needed: Perform Oracle entry, salary/labor distribution, COI and FLSA compliance, hiring, termination in compliance with university policy as needed</li> <li>* Communications: As needed, regular (weekly) input and check ins regarding communication projects: brochures, unit plans, business cards, stories, university brand promotional items, etc. Assist with website site creation and revisions. Backup administrator for regular website content.</li> </ul>	<ul style="list-style-type: none"> <li>• Defines and solves advanced problems with non-standard solutions</li> </ul>
Interaction/ Communication	<ul style="list-style-type: none"> <li>* Execute communication plans, designs, and communication of collateral decision processes as directed by the project management lead position.</li> <li>* Communicates across CSU departments related to finance, human resources, Engagement and Continuing Education initiatives with minimal oversight, as needed.</li> </ul>	<ul style="list-style-type: none"> <li>• Communication of complex concepts as a regular and primary requirement</li> </ul>
University Impact	<ul style="list-style-type: none"> <li>* Responsible for coordinating a broad range of initiatives and projects within Colorado State University (CSU) Online and Engagement that advance growth for the Engagement and Continuing Education and support the access mission of the University</li> <li>* This position will represent Colorado State University, the Vice President Office of Engagement, and Continuing Education to teams inside and outside the University in a professional and engaging manner at all times.</li> </ul>	<ul style="list-style-type: none"> <li>• Potential impact is across multiple departments or even University-wide</li> </ul>
Typical Education	<ul style="list-style-type: none"> <li>* Bachelor's degree in business, public administration, communications, education, or a related field</li> <li>* Five years of demonstrated prior experience in collaborative project management.</li> <li>* Three years of experience working in or partnering with higher education administration.</li> </ul>	<ul style="list-style-type: none"> <li>• Bachelor's degree or advanced degree</li> </ul>