

Job Level	Associate Director of Communications	Project/Prog Management Level II
Oversight Received	<ul style="list-style-type: none"> * Manage more than 300 projects a year and candidates should have demonstrated experience managing projects independently and also as part of an integrated team. * The Associate Director will be responsible for guiding project goals and budget while balancing available staff and department resources. 	<ul style="list-style-type: none"> ▪ Works independently with high-level oversight
Problem Solving	<ul style="list-style-type: none"> * Independently serves as project manager for more than 300 projects per year for the largest department on campus; Tracks and reports project progress to department directors via implementation of a project management system and regular reports and meetings; * Implement Housing & Dining Services project management system for major communications projects and use internal project calendar software/system for smaller communications projects to track and report status. 	<ul style="list-style-type: none"> ▪ Provides recommendation on analysis, project identification, design, communication, and integration of programs ▪ Identifies and helps develop solutions to mitigate project/program hurdles and pitfalls ▪ Manages University-wide programs, initiatives, or projects
Interaction/ Communication	<ul style="list-style-type: none"> * This position will serve as the communications liaison to Residence Life and Dining Services, the two largest areas within Housing & Dining Services. * Takes a leadership role in staff meetings and serves on appropriate university-wide committees; 	<ul style="list-style-type: none"> ▪ Single point of contact for programs, initiatives, or projects
University Impact	<ul style="list-style-type: none"> * Serve as primary project manager for the Communications Office to coordinate publications, multimedia, campaigns, and special events for Housing & Dining Services 	<ul style="list-style-type: none"> ▪ Impact of programs is medium to long-term duration ▪ Program participation tends to be required
Financial/ Budget Responsibility	<ul style="list-style-type: none"> * Sets and approves project budget expenses (request quotes, submit invoices for payment, follow Procurement guidelines, and ensure projects are within budget); * Budgets amount to many millions at any point in time, multiple complex budgets 	<ul style="list-style-type: none"> ▪ Manages program budget ▪ Program budget is small to medium
People Management	<ul style="list-style-type: none"> * Supervision of Project Management team including an Administrative Professional Communications Coordinator and student staff interns * Authority to allocate and manage staff resources to ensure project completion including seven professional staff members and multiple student interns with creative, multimedia, web, sustainability, and writing expertise; 	<ul style="list-style-type: none"> ▪ May have people management responsibility for pay reviews, performance management, and resource planning