Job Level	Online Initiative Project Coordinator	Proj/Prog Management Level I
Oversight Received:	* This position reports to the Senior Director of CSU Online and works closely with the sub-division of Research and Analytics, a dynamic team that includes Data, Web Applications, Systems Administration, Instructional Design, and Assessment and Analytics. The Online Initiative Project Coordinator also works closely with other CSU Online teams as appropriate, including Finance, Programs, Communications, Marketing, and Student Success and Engagement. * Supporting the division's overall growth in key areas that rely on existing technologies and the implementation of new ones, in addition to large-scale projects to engage and work collaboratively with the university. * The Online Initiative Project Coordinator will manage complex projects that are both technical and cultural in nature, tracking project time, cost, quality, and scope while communicating regularly with Division directors to appropriately prioritize and manage resources for the most efficient and effective outcomes.	▪ Works with close oversight of project/program accomplishments
Problem Solving	* Prioritizes IT project requests and determines best practices to be employed in the implementation and completion of all projects. This includes pre-design, design, project implementation and project completion phases. * Provide project planning and management for a limited number of major projects while consulting with division leads on project management on their assigned projects. * Work with CSU Online Finance and CSU Purchasing to develop a bid strategy consistent with University policies and procedures * Review and analyze project plans, coordinating with requesting parties and resource managers as required * Identify project goals and key stakeholders * Develop and review project budget and timelines * Identify obstacles, risks, schedule changes, capacity restrictions, personnel changes and other challenges that threaten project success and proactively plans mitigation. * Identify required resources (e.g. personnel, equipment and materials) with long lead times * Conduct project wrap-up activities to finalize budgets, release resources, conduct a post-project assessment with recommendations for process improvements, etc. * Prepare reports on projects status, timelines, and outcomes, including decisions affecting various aspects of the project such as budget, schedule, legal, and quality * Work closely with vendors as appropriate (DestinyOne, Atlassian, Salesforce, etc.).	▪ May provide recommendation on analysis, project identification, design, communication, and integration for program ▪ Identifies and escalates potential project/program hurdles and pitfalls

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Interaction/ Communication	*	With the input of division leadership and functional leads, determines deliverables, IT project timelines and initiates methods to promote efficiency in cross-team project implementation.	▪ Single point of contact for programs, initiatives, or projects
	*	Work with directors within CSU Online and across the university where necessary to establish project teams with the skills needed to complete the project	
	*	Establish and maintain communication between all relevant entities	
	*	Consult and train division leadership and functional leads on project-management best practices	
	*	Work with the Senior Director and the Division directors at CSU Online to develop documentation and other resources that provide training and self-help tools identified in project goals	
University Impact	*	The Online Initiative Project Coordinator will be responsible for managing a broad range of initiatives and projects within Colorado State University (CSU) Online that advance growth for the division and support the access mission of the University.	▪ Impact of projects/programs is short term (within current year) duration
	*	The Online Initiative Project Coordinator will support the Senior Director's prerogative to introduce and sustain a culture of project management, execution, and accountability at CSU Online.	▪ Program participation tends to be elective ▪ Projects/programs may be sub-sets of larger institutional initiatives ▪
Financial/ Budget Responsibility	*	Collaborates with Director of Research and Analytics to define, develop and manage $378K budget.	▪ Recommends and administers program budget ▪ Program budget is small
People Management	*	No direct supervision	▪ May have responsibility for up to two support staff FTEs
	*	Determines allocation of effort among IT staff assigned to specific projects in collaboration with Director of Research & Analytics.	