

Job Level	Project Administrator – CSU Energy Institute	Proj/Prog Management Level II
Oversight Received	<ul style="list-style-type: none"> <li>* This position is responsible for the overall project management of the ARPA-E / CSU Monitor research project at Christman Field as well as the project management of the DOE’s gathering emission factors project: maintaining timelines, deliverables, reporting, tracking site use, establishing agreements, tracking budgets, etc. This position requires independent decisions to regularly be made in the areas of project management and operations as well financial. Guidance used: standard project management decision making matrix based on project scope, CSU Financial Rules, federal rules (Omni Circular), job experience and institutional knowledge.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Works independently with high-level oversight</li> </ul>
Problem Solving	<ul style="list-style-type: none"> <li>* Coordinate internal resources and third parties/vendors for the flawless execution of project</li> <li>* Create and maintain comprehensive project documentation; Track use of site and ensure accurate invoicing for site use</li> <li>* Ensure that all projects are delivered on-time, within scope and within budget</li> <li>* Ensure resource availability and allocation</li> <li>* Develop a detailed project plan to monitor and track progress</li> <li>* Manage changes to the project scope, project schedule, and project costs using appropriate verification techniques, and abiding by state and federal standards</li> <li>* Perform risk management to minimize project risks</li> </ul>	<ul style="list-style-type: none"> <li>▪ Provides recommendation on analysis, project identification, design, communication, and integration of programs</li> <li>▪ Identifies and helps develop solutions to mitigate project/program hurdles and pitfalls</li> <li>▪ Manages University-wide programs, initiatives, or projects</li> </ul>
Interaction/ Communication	<ul style="list-style-type: none"> <li>* Maintain accurate and timely communications with all team member, project stakeholders, and sponsors.</li> <li>* Assist in the definition of project scope and objectives, involving all relevant stakeholders and ensuring technical feasibility</li> <li>* Establish and maintain relationships with third parties/vendors</li> <li>* Regular reporting to principal investigator, Energy Institute Business Office and others as needed</li> </ul>	<ul style="list-style-type: none"> <li>▪ Single point of contact for programs, initiatives, or projects</li> </ul>
University Impact	<ul style="list-style-type: none"> <li>* The Energy Institute at CSU builds on the long history of work in energy at CSU and is intended to foster greater collaboration among energy faculty across all eight colleges with broad access to new facilities for faculty and industry partners. This position resides at Powerhouse, an energy focused campus; an industrial working environment. The Institute is dedicated to providing safe, secure, and sophisticated facilities for university investigators and industry partners to collaboratively research clean energy in all facets of society.</li> <li>* This position requires independent decisions to regularly be made in the areas of project management and operations as well financial. Guidance used: standard project management decision making matrix based on project scope, CSU Financial Rules, federal rules (Omni Circular), job experience and institutional knowledge.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Impact of programs is medium to long-term duration</li> <li>▪ Program participation tends to be required</li> </ul>
Financial/ Budget Responsibility	<ul style="list-style-type: none"> <li>* This position is responsible to track budgets: The Department of Energy’s Advanced Research Projects Agency – Energy (ARPA-E) award to CSU is approximately \$4.0 million over three years, and the Department of Energy’s (DOE) award to CSU is \$1.8 million over 2.5 years.</li> <li>* Tracks use of site and ensures accurate invoicing for site use.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Manages program budget</li> <li>▪ Program budget is small to medium</li> </ul>

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People  
Management

\* Supervises undergraduate and graduate research assistants

- May have people management responsibility for pay reviews, performance management, and resource planning