



## Job Description

**Job Title:** Project Specialist  
**Department:** Multiple

**Grade:** I  
**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 Corporate and Continuing Education (CCE) management, programs, projects, and special assignments.

### **Characteristic Duties and Responsibilities:**

1. May provide coordination and project support including preparing marketing materials, accepting and processing registrations, preparing agendas and materials for meeting participants, and other logistical support for CCE conferences, seminars and/or workshops.
2. May provide project support for programs and services involving external clients and academic institutions, particularly those that advance CCE management work related to Strategic Consulting Solutions and Process Improvement programs.
3. May assist with managing projects by tracking timeliness, budgets, progress of action items, coordinating resources and materials and updating project databases.
4. May provide administrative support for projects, grants and committee work to include but not limited to scheduling meetings, coordinating arrangements for rooms, refreshments, preparing agendas, taking and publishing minutes.
5. May assist with preparing multi-media presentations and client materials, including confirming available space and technology as well as handouts.
6. May draft internal and external correspondence and memos for management; may proofread and prepare forms and procedure manuals.
7. May serve as liaison between internal and external clients and CCE management team using verbal and written forms of communication; maintains confidentiality of information and records.
8. May assist in the budget process by maintaining records and spreadsheets, inputting annual budgets, monitoring budget items, submitting budget change requests and providing monthly budget reports.
9. May answer telephones and greet visitors; provides accurate information to students and staff regarding services and explains procedures; refers calls to appropriate personnel and take messages; responds to inquiries and requests appropriately.
10. May perform administrative tasks including scheduling and maintaining calendar, organizing and prioritize work load, maintaining files, making travel arrangements, coordinating meetings, processing standard forms, generating contracts and procuring office supplies and equipment.
11. 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.  
Updated July 2011



## Job Description

**Job Title:** Project Specialist  
**Department:** Multiple

**Grade:** I  
**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 Deans and/or Executive Directors  
**Direction Given:** No authority or responsibility for the supervision of others, for project direction and/or program administration

### **Minimum Requirements:**

Associate's degree from an accredited institution or 6 years of full-time relevant work experience in an office environment. Experience in project coordination preferred.

### **Knowledge, Skills, Abilities and Worker Characteristics:**

Knowledge of the college's policies and procedures  
Proficiency in MS Office products  
Ability to operate standard office and computer equipment  
Strong organizational skills  
Good communication skills, verbal and written  
Knowledge of basic accounting practices and principles  
Ability to work well with individuals with diverse backgrounds

### **Working Conditions:**

Typical office environment; infrequently lifting and carrying items up to 10 lbs.; infrequently twisting or bending at the waist or reaching overhead; infrequently traveling between buildings on campus or to other campuses; frequently listening to and talking with students, faculty and other staff members either in person or by telephone; frequently sitting at a desk or workstation using a computer display, keyboard, and mouse; may have occasional work hours in evenings or on weekends

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.  
Updated July 2011