



**Job Title:** Project Lead

**Grade:** N

**Department:** STEM

**FLSA:** 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:**

A senior-level/project lead position focusing on special needs as required by the STEM department in delivering service and support to STEM department projects. Role includes business analysis, project management and financial analysis and will perform a variety of moderately to highly complex tasks to support STEM projects, specifically relating to grant activities.

**Characteristics Duties and Responsibilities:**

1. Creates project plans for every project detailing the expected level of effort and time required.
2. Executes project plans by properly communicating plan to the team members and any other staff.
3. Provides leadership to the team in the success of meeting project goals. Responsibility includes delegation and review of work, and providing training as necessary.
4. Creates detailed specifications in accordance to the requirements.
5. Contributes to team mission, and promotes a team focus for other team members.
6. Accepts responsibilities for completeness and final quality of own work as well as the work of the team.
7. Provides proper communication, support and assist with implementation of new features or services.
8. Researches new techniques in and be knowledgeable of current trends and strategies in STEM education.
9. Assists with coordination and planning of projects.
10. Performs other duties as assigned.

**Reporting Relationships:**

**Direction Received:** Reports to Dean STEM

**Direction Given:** Direct supervision of assigned staff; provides direction to project team members

**Minimum Requirements:**

Bachelor's Degree from a regionally accredited in a STEM field and 4 years of experience in project coordination or management



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

Knowledge and skills in one or more areas of STEM education

Demonstrated project management skills

Ability to lead and motivate other employees

Ability to maintain effective working relationships with those contacted in the course of work

Ability to efficiently manage time and organize work

Ability to communicate clearly, verbal and written

Ability to maintain a customer focus in providing project support services

**Working Conditions:**

Typical Office Environment