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## Auburn University Job Description

Job Title:	<b>Coord, IT Project Mgmt</b>	Job Family:	No Family
Job Code:	<b>MA19</b>	Grade 31:	\$31,300 - \$52,100
FLSA status:	Exempt		

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### Job Summary

Under general supervision, supports the Project Management department in the production and maintenance of the project library, recording and reporting systems. Works with the team manager through data collection and analysis to provide strategic and meaningful advisory service to clients.

### Essential Functions

1. Coordinates the production of all reports and produces project summary reports to include proposal preparations, execution plans, work breakdown structure, project timelines and budget details by working closely with the team members of the Project Management Office; helps to ensure accurate and consistent status updates of deliverables and reporting.
2. Advises and assists project team members in the consistent application of project procedures, forms, disciplines and reporting standards. May assist the core team to perform detailed and specific data mapping required to support the project.
3. Develops and supports effective communication mechanisms between the project teams and potential clients.
4. Maintains risk and issue logs and change control reports, providing details to management as needed.
5. Undertakes any other administrative tasks as specified by the Associate Director and Project Managers.

### Supervisory Responsibility

May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

*The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.*

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### Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
<b>Education</b>	Some college; vocational or Associates Degree	Management, business administration, project management, or related.
<b>Experience (yrs.)</b>	3	Experience working on IT/IS projects; experience gathering and manipulating data for reporting purposes. Experience must show progressively increasing levels of responsibility and accountability.

#### Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

#### Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

#### Minimum Required Knowledge

Knowledge and experience of a formal project management methodology; proficient working knowledge of MS Office Suite.

#### Certification or Licensure Requirements

None required.

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### Physical Requirements/ADA

No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires sitting, talking, hearing, .

Job occasionally requires standing, walking, reaching, handling objects with hands, and lifting up to 10 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 5/15/2017

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