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## Auburn University Job Description

Job Title: **Coord, Project**

Job Family: No Family

Job Code: **AE90**

Grade AS09 \$39,800 - \$59,700

FLSA status: Exempt

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### Job Summary

Coordinates a variety of process improvement projects within a division or large department and ensures all projects are completed on time, within budget, and meet expected quality standards. Prepares comprehensive action plans including resources, timeframes, and budgets for projects, and performs various coordinating tasks, such as scheduling, assessing risk, and other administrative duties.

### Essential Functions

1. Coordinates various project activities, resources, equipment, and information. Segments projects into actionable tasks, sets timeframes, and assigns to the appropriate personnel based on knowledge and skill set. Monitors project progress and addresses any issues that arise. Keeps supervisor informed of major issues, compliance risks, and other matters which do not appear to be in line with current practices, policies, and procedures.
2. Serves as the main point of contact for each project and communicates project status to all participants. Serves as a liaison with clients to identify and define requirements, scope, and objectives, and ensures that clients' needs are met as projects evolve.
3. Creates and maintains comprehensive project documentation, plans, and reports. Analyzes risks and opportunities and creates and/or tracks budget implications as necessary.
4. Assigns tasks to internal teams and assists with schedule management. Coordinates multiple projects by following up with involved personnel to ensure tasks are being met and timeline is on schedule to meet target deadlines.
5. Implements and effectively communicates process improvement modifications to faculty and/or staff in a supportive and positive manner to ensure changes are welcomed, completed, and continued. Trains personnel as needed.
6. Conducts post-project research to ensure process improvement methods are being utilized as intended and are making a sufficient impact.
7. May perform other related duties as assigned.

### 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>	Four-year college degree	Degree in Business Administration, Business Management, Supply Chain, or related field.
<b>Experience (yrs.)</b>	2	Experience in project coordination and/or management to include all phases of a project, from planning, execution, and through the end of the project.

#### **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 of process improvement techniques and application.

Ability to prepare and interpret flowcharts, schedules, and step-by-step action plans.

Strong working knowledge of Microsoft Excel.

Strong organization and communication skills.

#### **Certification or Licensure Requirements**

None required.

Lean Six Sigma Green Belt Certification or higher desired.

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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, reaching, talking, hearing, handling objects with hands, .

Job occasionally requires standing, walking, and lifting up to 10 pounds.

Date: 10/25/2018

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