<table>
<thead>
<tr>
<th>Generic Title:</th>
<th>Project Coordinator 2, Expert Resource</th>
<th>Effective Date:</th>
<th>October, 2012</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Family:</td>
<td>Administration</td>
<td>Job Codes / Job Grades</td>
<td>571 / E</td>
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**Job Summary:**
With specialized subject matter knowledge of a discipline or field of study, acts as an expert resource for one or more projects.

**Principal Responsibilities:**
1. Plans, oversees, and coordinates administrative activities for project. Contributes to project plans as well as to the development of project timeline. Research and recommend resources or services.
2. Working as member of the project team, performs assigned tasks and completes deliverables in timely manner.
3. Oversees day to day financial activity. Based on knowledge and understanding of goals and budgetary parameters, obtains cost estimates, recommends expenditures and reprioritizes funds as necessary.
4. Works with a variety of project management and spreadsheet applications to create and maintain project timeline and track resource allocation, performance metrics and other project related information. Serve as expert resource on above applications for project staff.
5. Writes original or significantly edits substantive program materials. Develops and produces or oversees the preparation of a variety of communications materials in various media. Contributes to the formulation of communications plans.
6. Communicates with project team as necessary to monitor and ensure timely completion of deliverables. Serves as principal source of information to project team and impacted students, staff, and faculty on project activities.
7. Oversees, instructs, and coordinates activities of support staff.
8. May perform other duties as assigned.

**Required Education and Experience:**
Bachelor's degree in a related field. Two years of related work experience in the same job family or an equivalent combination of experience and education.

**Required Licenses or Certifications:**
N/A

**Physical Requirements:**
N/A