



Job Title: Project Coordinator

CLASSIFICATION DESCRIPTION

Department: Varied
Pay Grade: 109
FLSA Status: Exempt
Remote Work Eligible: Yes

JOB SUMMARY

This position coordinates projects, grants, and/or programs depending on nature of assigned area; leads projects from concept to proposal submission and/or grant award; provides support for related processes and initiatives such as data management; coordinates related operations and activities; schedules steps; conducts related training; oversees assigned staff; coordinates relationships with the community; monitors budgets; and produces required reports.

DISTINGUISHING CHARACTERISTICS

Eligible to work remotely.

ESSENTIAL JOB FUNCTIONS

- Directs staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring that employees follow policies and procedures; and maintaining a healthy and safe working environment.
- Directs and participates in the researching of grant opportunities; interprets requirements of responding to RFPs; prepares grant writing proposals and support, grant writing management, and grant budgeting; reviews contracts; and submits reports in a timely manner.
- Coordinates the implementation and evaluation of program/project goals, objectives, activities, and strategic initiatives; assesses consequences and outcomes of program/project initiatives; and attends monthly and quarterly training sessions and conferences required by grantee.
- Researches and analyzes a variety of complex data and information, including student database information; summarizes findings in a timely manner for quarterly and annual reports.
- Creates and monitors budgets; ensures compliance with plan or project guidelines.
- Serves on campus, College-wide and community committees; represents the Department at campus meetings; and serves as a liaison between departments, external organizations, the general public, and other agencies.
- Collaborates and coordinates with campus leadership and departments to organize and plan activities to ensure resources are available for students.

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- Depending on assigned area, may focus on various element such as student recruitment, student services or resources, life skills, student engagement, and/or community outreach.
- Performs a variety of administrative tasks in support of Department.
- Performs other duties as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS

Bachelor’s degree; three (3) years of related work experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Project management principles, practices, and tools;
- Project development, scheduling, monitoring, and control systems;
- Applicable federal, state, and local laws, rules, codes, guidelines, and regulations;
- Research methods;
- Budget principles; and
- Computers and related software applications.

Skills in:

- Managing projects;
- Analyzing;
- Reading design plans, construction plans, flow charts, and/or blueprints depending on nature of assigned area;
- Monitoring project budgets;
- Solving practical problems;
- Using a computer and related software applications; and
- Communication, interpersonal skills as applied to interaction with assigned employees, coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to give and receive work direction.

Ability to:

- Exercise discretion and good judgment;
- Work on multiple projects simultaneously;
- Interpret and apply applicable laws, rules, codes, guidelines, and regulations; and
- Interpreting project specifications.

CERTIFICATION, LICENSE AND SPECIAL REQUIREMENTS

N/A.

PHYSICAL DEMANDS

This work typically requires the following physical activities to be performed. A complete description of the activities below is available upon request from Human Resources.

(X = Required to perform essential job functions)

Physical Activities		Physical Activities	
Balancing – maintain equilibrium to prevent falling while walking, standing, or crouching.		Pushing – use upper extremities to press against objects with force, or thrust forward, downward, outward.	
Climbing – ascending, descending ladders, stairs, ramps, requires body agility.		Reaching – extending hands or arms in any direction.	

Crawling – moving about on hands, knees, or hands, feet.		Repetitive Motion – substantial movements of wrists, hands, fingers.	<u>X</u>
Crouching – bending body forward by bending leg, spine.		Speaking – expressing ideas with spoken word, convey detailed, important instructions accurately, concisely.	<u>X</u>
Feeling – perceiving attributes of objects by touch with skin, fingertips.		Standing – for sustained periods of time.	
Fingering – picking, pinching, typing, working with fingers rather than hand.	<u>X</u>	Stooping – bending body downward, forward at waist, with full motion of lower extremities and back.	
Grasping – applying pressure to object with fingers, palm.		Talking 1 – expressing ideas by spoken word.	<u>X</u>
Handling – picking, holding, or working with whole hand.		Talking 2 – shouting to be heard above ambient noise.	
Hearing 1 – perceiving sounds at normal speaking levels, receive information.	<u>X</u>	Visual Acuity 1 – prepare, analyze data, transcribing, computer terminal, extensive reading.	<u>X</u>
Hearing 2 – receive detailed information, make discrimination in sound.	<u>X</u>	Visual Acuity 2 – color, depth perception, field of vision.	
Kneeling – bending legs at knee to come to rest at knees.		Visual Acuity 3 – determine accuracy, neatness, observe facilities/structures.	
Lifting – raising objects from lower to higher position, moving objects side to side, using upper extremities, back.		Visual Acuity 4 – operate motor vehicles/heavy equipment.	
Mental Acuity – ability to make rational decisions through sound logic, deductive reasoning.	<u>X</u>	Visual Acuity 5 – close acuity for inspection of small defects, machines, use measurement devices, or fabricate parts.	
Pulling – use upper extremities to exert force, haul or tug.		Walking – on foot to accomplish tasks, long distances, or site to site.	<u>X</u>

TYPE OF WORK

Work performed is primarily:

- Sedentary work*: Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.
- Light work*: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects.
- Medium work*: Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- Heavy work*: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
- Very heavy work*: Exerting in excess of 100 pounds of force occasionally and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects

WORK ENVIRONMENT

May be required to work hours other than the regular schedule including nights and weekends.

Work is performed in a dynamic environment that requires sensitivity to change and responsiveness to changing goals, priorities, and needs.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions described herein. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in a job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in a job description.

St. Petersburg College has the right to revise a classification or job description at any time. This description does not represent in any way a contract of employment.