



JOB TITLE: Project Coordinator, Marketing/Creative Services
DEPARTMENT: Project Management Office
SUPERVISOR: Project Manager
FLSA STATUS: Non-Exempt

MAJOR PURPOSE:

Under the supervision of the Project Manager, the Project Coordinator serves the Marketing/Creative Services department to implement and coordinate multi-departmental projects. This position will be responsible for creating project scope, schedule, gathering stakeholder budgets and all necessary documentation required for successful project completion.

Work hours: Full time, 40 hours a week, 8 hour shifts, Monday through Friday. This position is a minimum of 40% in person, on campus with remote work opportunities and is required to be available for on campus meetings, team collaboration, and other needs as determined.

The pay range for this position is generally: \$45,000-\$60,000 annually. Individual pay is generally determined by a number of factors including internal equity, job-related skills, experience, relevant education or training and location.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Work with the PMO and Marketing/Creative Services to develop, implement, and manage projects
2. Effectively manage projects tasks, and schedules in project management software to ensure timely delivery
3. Utilize project management best practices, techniques, and standards throughout the entire project from initiation to closure
4. Participate in project design meetings, managing all project-related paperwork, including agendas, by ensuring all necessary materials are current, properly filed and stored
5. Provide project updates on a consistent basis to various stakeholders
6. Monitor project progress, engage stakeholders in task completion, and make adjustments to project plans and dashboards as needed
7. Participate in current trainings with respect to project management software and maintain updates as needed
8. Perform other relevant duties as needed

QUALIFICATIONS

EDUCATION/CERTIFICATIONS:

- Bachelor's degree in Project Management or Business, or a certification is preferred

KNOWLEDGE/EXPERIENCE:

- Strong familiarity with project management software tools, methodologies, and best practices
- Experience using project management software
- Experience coordinating interdepartmental projects

- Knowledge and experience using Google Workspace and Microsoft Office

SKILLS/ABILITIES:

- Detail-oriented with excellent analytical skills
- Excellent written, oral, and interpersonal communication skills
- Ability to work well in a collaborative team atmosphere
- Strong interpersonal skills
- Proven ability to solve problems creatively
- Strong work ethic
- Ability to manage time well and meet deadlines as required

WORKING ENVIRONMENT:

The employee agrees to promote the values and mission of Jessup as a private Christ-centered University and live a life consistent with biblical principles. The employee shall conduct himself/herself in a manner consistent with the Community Covenant and Statement of Faith. Additionally, the employee may play a formative role in the spiritual lives of students in a manner consistent with the Community Covenant and Statement of Faith. This may include leading devotions and/or spiritual formation groups and seeking other opportunities consistent with a biblical spiritual formation role.

WORKING

The employee is regularly in a typical, air-conditioned office environment with adequate light; moderate noise levels; and tile, concrete, and carpeted floors. There are no hazardous or significantly unpleasant conditions.

CONDITIONS:**PHYSICAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION:**

While performing the duties of this job, the employee is regularly required to talk or hear and frequently required to stand, walk, sit, and use hands to handle files, computers, and phones; reach with hands and arms; stoop, crouch and kneel. Frequent and regular repetitive movements required using the wrists, hands, and/or fingers. The employee will occasionally lift and/or move up to 20 pounds. Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The above statements and job description are intended to describe the nature and level of work being performed within this job. They are not intended to be an exhaustive list of all responsibilities, duties and tasks. Other similar or additional duties are to be performed or assigned. Job descriptions are not intended as and do not create employment contracts. William Jessup University maintains its status as an at-will employer. Employees may be terminated for any reason not prohibited by law.

I acknowledge I have reviewed the content of this job description and understand that to perform this job successfully, I must be able to perform the essential duties with or without accommodation. If I am requesting any reasonable accommodations in order to perform my job, I must immediately inform my supervisor or Human Resources.

Employee Signature

Date