

Sul Ross State University
Position Description

Official Title: Strategic Projects Coordinator

Job Code: 3268

Salary Group: \$35,568 (UC Group 1 or 2)

Summary

This position provides high level project management and coordination to the Office of Strategic Engagement. The Strategic Project Coordinator collaborates with key partners in Student Affairs, Enrollment Management, Academic Affairs, Finance, and Information Technology as well as other university offices.

Duties:

The Coordinator will provide collaborative project management and guidance in the development and design of special projects and project timelines as determined by the Strategic Engagement Office. The Coordinator will identify and develop working relationships with various internal and external stakeholders to promote positive relationships and increased communication channels. The Coordinator provides support through business management of identified departments including budget oversight, purchasing and expenditure reconciliation, and requisition processing. Additionally, the coordinator provides support for the College Work Study student employment program in conjunction with guidance from the financial aid and accounting departments. The Coordinator provides reports and coordinates information from various departments when needed. Performs additional job related duties as assigned.

Supervision

Received: Reports directly to the Associate Vice President for Strategic Engagement.

Given: Direct supervision of student employees.

Education

Required: College courses and commitment to continue toward degree completion.

Preferred: Bachelor's degree.

Experience

Required: 1-3+ years equivalent experience in executive level offices, enrollment management, admissions, student life, student affairs; or similar public relations and office environments.

Preferred: Experience in budget management, strategic planning, office administration.

Equipment/Skills

Required: Knowledge and application of best practices in budget preparation and fiscal management. Skilled in organizing resources and establishing priorities. Advanced knowledge of university business and operating systems, policies, and procedures. Ability to supervise and train student employees including organizing, prioritizing, and scheduling work assignments. Advanced verbal and written communication skills. Strong interpersonal skills and ability to work effectively at all levels in a collaborative team environment.

Working Conditions

Usual: Office conditions; office hours 8 am - 5 pm Monday through Friday. Weekends as needed for university functions.

Exempt from overtime provisions. Some travel is required. Position is Security Sensitive.

Special: Any qualifications to be considered in lieu of stated minimums require the prior approval of the Human Resources Director.

Revised 5/1/2020