

Job Description

Job Title:	Project Coordinator
Department:	Office of Vice President Research and International
Reports To:	Senior Manager, Project Management Office
Jobs Reporting:	None
Salary Grade:	USG 8
Effective Date:	May 2023

Primary Purpose

The Project Coordinator provides administrative and project support for the priorities and initiatives of the Office of the VPRI and associated business units. The incumbent has responsibilities spanning project coordination, communication, project monitoring and the coordination of meetings and events for various key initiatives.

Key Accountabilities

Project Coordination

- Work proactively and with minimal supervision to assist the initiatives in all aspects of planning, day to day implementation, and maintenance of the project.
- Liaise internally with working group members and chairs of the various projects and initiatives, campus stakeholder groups, and other committees and externally with agencies and peer institutions as required.
- Provide updates on project status to internal stakeholders. Reach out for further support if needed
- Maintain project plans and associated project management documentation

Project Communication

- Manage documentation and reporting requirements, including the collection of data and compilation of metrics on project progress
- Prepare project status reports for the campus community and the external stakeholders
- Collaborate with campus partners to ensure communication with relevant groups, distribution lists, etc.

Oversight and Monitoring

- Monitor project progress toward established objectives and track action items
- Conduct and initiate follow-up meetings as required to ensure tasks are delivered as agreed
- Coordinate and oversee progress reporting to project stakeholders

Coordination of Meetings and Events

- Organize scheduling for conferences, meetings, calls, room bookings, etc.
- Organize catering, accommodations etc. for internal meetings or meetings with potential partners
- Prepare correspondence, documentation, or presentation materials
- Prepare meeting minutes and coordinate distribution and retention of these

**All employees of the University are expected to follow University and departmental health and safety policy, procedures and work practices at all times. Employees are also responsible for the completion of all health and safety training, as assigned. Employees with staff supervision and/or management responsibilities will ensure that assigned staff abide by the above, and actively identify, assess and correct health and safety hazards, as required.*

Required Qualifications

Education <ul style="list-style-type: none">• Completion of an undergraduate degree or equivalent related education and experience
Experience <ul style="list-style-type: none">• 1-3 years' experience in project administration preferably in an academic, health care and/or research environment• 1-3 years' experience coordinating meetings and taking minutes involving senior stakeholders from a variety of units
Knowledge/Skills/Abilities <ul style="list-style-type: none">• Familiarity with established project management tools and techniques• Ability to exercise sound judgement, problem solving, and decision-making skills• Ability to work effectively in a team and independently to manage multiple and competing priorities, and to adapt to a changing environment• Excellent written and verbal communication skills including the ability to provide and present timely and relevant feedback/reporting to various stakeholders• Business maturity and awareness with topics and matters that are confidential and sensitive• Demonstrated ability to apply new concepts, tools, and processes• Attitude and aptitude for continuous improvement and change management coupled with a pragmatic and flexible approach to getting things done; independently or in a team setting• Demonstrated experience producing high quality, error and omission-free deliverables within tight deadlines

Nature and Scope

- **Contacts:** Internally, communicates with senior leaders, faculty members, and employees in all groups and departments and at all levels to follow-up on actions and resolve issues related to area of responsibility. Externally may interface with funding agencies, peer institutions, and other companies and businesses.
- **Level of Responsibility:** Participates in all aspects of project coordination however has defined duties and responsibilities under the direction of the Senior Manager, Project Management Office.
- **Decision-Making Authority:** Accountable and responsible for coordinating assigned projects and tasks end-to-end and escalating any concerns regarding project planning and execution to the Senior Director, Project Management Office.
- **Physical and Sensory Demands:** Minimal demands typical of a position operating within an office environment.
- **Working Environment:** Minimal exposure to stress, pressure, and disagreeable conditions typical of a project environment involving senior-level, cross-functional stakeholders.