



JOB CODE	
BAND	
FLSA	
JOB FAMILY	

POSITION DESCRIPTION

POSITION TITLE: SPECIALIST – PROJECT MANAGEMENT

DEPARTMENT:

SUPERVISOR'S TITLE:

TITLES SUPERVISED: N/A

TOTAL NUMBER OF FTE'S DIRECTLY SUPERVISED: 0

TOTAL NUMBER OF FTE'S INDIRECTLY SUPERVISED: 0 – 3

PURPOSE OF POSITION: Coordinate and support assigned efforts in support of small to medium projects. Manage delegated aspects of larger assigned projects. Learns to independently manage larger scale projects.

REQUIRED SKILLS: Strong communication skills (verbal, written, and interpersonal). Demonstrated ability to work collaboratively with diverse teams and interface effectively with internal and external stakeholders. Strong knowledge of PC-based software applications (Excel, Word, PowerPoint) and web-based applications for collecting/ reporting data. Attention to detail and ability to own/ manage tasks to completion. Ability to independently conduct basic secondary research (e.g., literature reviews) and quantitative and qualitative analysis. Ability to provide effective direction to others in execution of project work. Experience coordinating/ executing simple to moderately complex projects. Comfortable working in a dynamic, fast-paced environment. Responsive to requests/ input. Ability to develop/ learn new skills.

QUALIFICATIONS:

Required:

- Associate's degree
- Plus five years of experience working in a project-based environment

Preferred:

- Bachelor's degree
- Plus three years of experience working in a relevant, project-based environment
- Experience coordinating/ executing projects of highly complex projects (based on budget, number of resources, number of sites, technology environment, or stakeholder environment)

MAJOR DUTIES AND RESPONSIBILITIES:

1. **Project Management:** For low-complexity projects (based on budget, number of resources, number of sites, technology environment, or stakeholder environment) or delegated components of high-complexity projects, identify and use appropriate project management tools and concepts (scope management, planning, budget management, risk/ issue management, communications management). Develops and execute work plan. Set priorities for tasks based on importance and urgency. Coordinate meetings and events (scheduling, facility logistics). Develops reports and updates, create/ maintain electronic and hard copy project files.
2. **Project Execution:** Create work products and project deliverables, both independently and under direction of team members. Understand and meet expectations for deliverable quality and timeliness.
3. **Research and Analysis:** Perform primary and secondary data collection (e.g., literature reviews), summarize findings, draw appropriate conclusions, and effectively communicate results to team. Coordinate collection of data. Conduct/ support basic qualitative and quantitative analysis of project data. Support and execute regulatory/ reporting activities related to projects (e.g., IRB, updates/ reports to funding agencies, etc.)
4. **Communication:** Manage communication to and relationships with key project stakeholders. Compose, edit, and deliver written and verbal communications. Facilitate small group discussions. Keep team members appropriately informed.