

**JOB INFORMATION**

Effective Date	3/23/2023
Job Code:	3119
Job Title:	Project Coordinator
Salary Grade/Structure:	040 - Admin-Professional
Career Level Name:	P1 - Entry Professional
FLSA Name:	Exempt
EEO Code:	10-Exec, Admin, Mgmt
Job Function:	
Job Family:	
Job Summary	In cooperation with the Grant Principal Investigators, the Project Coordinator manages daily grant operations in compliance with all federal, state, and local regulations. The Project Coordinator will coordinate the administration of basic needs grant requests, provide basic needs referrals, manage the project’s budget and database, supervise the student employee, assist the evaluators with collecting participant data, coordinate arrangements for events, and assist with annual performance reports. Funding for this position comes from a Dept. of Education grant funded for 2022-2025.

**COMPETENCIES**

Competencies

Please refer to the UHCL Human Resources webpage for UHCL core competencies for all eligible job levels.

**QUALIFICATIONS**

Education

Education Level	Education Details	Required/Preferred	
Bachelor's Degree	Degree in Arts, Science, Business, or a related field.	Required	
Master's Degree	Degree in Social work, Counseling, Education, Psychology, or Behavioral Sciences.	Preferred	

Work Experience

Experience	Experience Details	Required/Preferred	
Less than 3 yrs	Minimum one year of experience in Social work, Counseling, or similar experience.	Required	
Some	Three years of experience in higher education, social work, counseling, or case management.	Preferred	

## Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Preferred
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## Knowledge, Skills and Abilities

KSAs	Proficiency
<ul style="list-style-type: none"> <li>Must have working knowledge in cultural awareness, counseling, advising, and student development theories.</li> </ul>	Skilled
<ul style="list-style-type: none"> <li>Ability to demonstrate experience of best practices in supporting students of concern in higher education.</li> </ul>	Basic
<ul style="list-style-type: none"> <li>Working knowledge of student engagement and case management including reading and interpreting reports and data.</li> </ul>	Skilled
<ul style="list-style-type: none"> <li>Ability to effectively use Word, Excel, PowerPoint, PeopleSoft; EAB/Navigate and Social Media tools.</li> </ul>	Basic
<ul style="list-style-type: none"> <li>Must be able to organize and prioritize work and function as a collaborative member of a team.</li> </ul>	Proficient
<ul style="list-style-type: none"> <li>Must have excellent oral and written communication skills, attention to details, interpersonal skills, critical thinking skills as well as the ability to problem solve and listen effectively.</li> </ul>	Proficient
<ul style="list-style-type: none"> <li>Ability to maintain emotional stability to cope with human suffering, emergencies, and other stresses. Ability to embrace change and be flexible and adaptable.</li> </ul>	Proficient

## JOB RESPONSIBILITIES

- Campus Security Authority
- Remote Work Capable

## Essential Functions

Essential Function	% TIME
<ul style="list-style-type: none"> <li>Coordinate the evaluation, documentation and administration of basic needs grant requests.</li> </ul>	35%
<ul style="list-style-type: none"> <li>Provide consultations and referrals regarding internal and external basic needs resources.</li> </ul>	15%
<ul style="list-style-type: none"> <li>Manage the daily budget needs related to payments and compiling monthly financial reports.</li> </ul>	15%
<ul style="list-style-type: none"> <li>Hire, train, and supervise student employee(s).</li> </ul>	10%
<ul style="list-style-type: none"> <li>Coordinate and participate in arrangements for events, educational workshops and marketing grant campaigns.</li> </ul>	10%
<ul style="list-style-type: none"> <li>Assist the grant evaluators with the implementation of Basic Needs grant evaluation data collection and prepare written reports and correspondence.</li> </ul>	10%
<ul style="list-style-type: none"> <li>Other related duties as assigned.</li> </ul>	5%

## PRE-EMPLOYMENT

MVR:	No
Criminal History:	Yes
Physical Exam:	No
Hearing Exam:	No
Pulmonary Function Test:	No

## PHYSICAL DEMANDS/WORKING CONDITIONS

Office and Administrative Support

### Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting		X				
Carrying		X				
Pushing		X				
Pulling		X				
Climbing		X				
Balancing		X				
Stooping		X				
Kneeling		X				
Crouching		X				
Crawling		X				
Reaching		X				
Handling			X			
Grasping			X			
Feeling		X				
Talking					X	
Hearing					X	
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

### Working Environment

Working Condition	N/A	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise			X		
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

### Travel Requirements

Estimated Amount	Brief Description