Job Title: Project Specialist

Job Code: 60760

JOB SUMMARY

The Project Specialist is responsible for managing one or more complex projects within an assigned area and overseeing contribution toward project goals and objectives.

MAJOR DUTIES

Manages one or more complex projects with full accountability for outcome;
Prepares project timelines, reports and other documents as requested;
Prepares moderately complex reports and correspondence to report the status of projects;
Develops, maintains, and fosters effective working relationships;
Manages the budget and resources of the assigned area;
Assists in the development, review, revision, interpretation, and/or implementation of policies, procedures, standards, and guidelines;
Acts as liaison between multiple parties to identify solutions to problems;
Analyzes data, identifies gaps in plan verses actual, and recommends or implements solutions;
Oversees efficiency of projects and implements changes as needed to meet goals; and
Maintains required documentation.

COMPETENCIES

Skill in the use of computers and job related software
Skill in planning and organizing projects
Skill in oral and written communication
Skill in interpersonal relations and effective problem solving methods
Skill in analyzing data and situations for accurate assessment
Knowledge of the college philosophy and objectives as they relate to performance
Knowledge of personnel management practices, budget and accounting practices, assessment and accreditation principles and issues and trends in higher education
Ability to work effectively with minimal supervision

MINIMUM QUALIFICATIONS

Associate’s degree *and* Three (3) years of related work experience

Note: Experience may substitute for the degree on a year-for-year basis.
PREFERRED QUALIFICATIONS

Preferred qualifications may vary from location to location.