JOB DESCRIPTION

JOB TITLE: Project Coordinator

SUPERVISOR: Director of Computing Services

CLASSIFICATION: CT (intern)

POSITION OBJECTIVE: A two-year appointment to assist the Director of Computing Services at Bryn Mawr and the Director of Enterprise Systems at Haverford with a variety of information technology projects, event planning, and communications. Will play a critical role in the success of the BiCo Seamless Administrative Services project (SEADS).

RESPONSIBILITIES:

Project Management

Take minutes at project meetings and publish promptly in project workspace. Summarize action items when requested.

Create and update project plans in Team Dynamix software. Draft monthly reports using Team Dynamix and brief text updates.

Communications

Prepare correspondence, reports, and briefings in support of the SEADS portfolio and sub-projects. Draft text tailored to particular audiences such as the entire community or the Colleges'senior staffs.

Create and update the SEADS project website.

Provide insights and observations about the efforts of the project teams.

Event Planning and Management

Maintain calendar of meetings and activities required for multiple simultaneous projects.

Use combination of Zimbra and GoogleApps calendar and conversations with appropriate personnel at Bryn Mawr and Haverford to schedule project meetings, vendors demos and other project-related conversations.

Coordinate testing and documentation (work with departments on developing testing plans, tracking bug reports, etc).

Perform other job-related duties as assigned or directed.
**SKILLS AND ABILITIES:**

Work independently and with general supervision: perform routine assignments alone; follow established standard practices.

Manage multiple priorities and a range of task complexity from basic office operations to complex project management. Responsibilities will expand as skills are demonstrated and developed.

Strong basic business writing skills and analytical skills.

Frequent use of Microsoft Office Suite, Zimbra email / calendar software, GoogleApps software, and Team Dynamix project management software. Occasional use of EMS event management software and Contribute for web editing.

Internal and external contact involving reporting or exchange of routine information. This contact will deal with complicated issues which require confidentiality, tact and diplomacy.

Advanced oral and written communication skills, including the ability to express complex technology concepts in a clear and concise manner.

Advanced interpersonal skills, including discretion, judgment and diplomacy. Ability to work well with a team and to find common ground with many different types of people.

Strong proficiency with Microsoft Office Suite software.

Ability to use or capacity to learn project management software such as Team Dynamix, Microsoft Project, web editing software such as Contribute, Zimbra, Google Apps and EMS for room scheduling.

Interest in and ability to add value to a project that is creating new ways to do College administrative practices (e.g. BiCo course registration) using new technologies and closer BiCo collaboration.

**MINIMUM EDUCATION AND EXPERIENCE**

An undergraduate degree in any discipline. Preference given to candidates who studied at Bryn Mawr College or Haverford College.

Experience with project management software and processes a plus.