UMMS Career Ladder Matrix

	Project Coordinator	**Project Manager Family**		
Job Title	**Project Coordinator**	**Project Manager I**	**Project Manager II**	**Project Manager III**
Job Code	**MB0070**	**MB0570**	**MB0572**	**MB2059**
Pay Grade	41	42	44	45
Position Summary	Under the direction of the Director or designee, the Project Coordinator contributes to project administration and general operations. The Project Coordinator is responsible for independent action on multiple projects. Tasks vary according to the priorities of the department.	Under the direction of the Director or designee, the Sr Project Coordinator leads small projects or subcomponents of larger, more complex projects. The Sr Project Coordinator is responsible for independent action on multiple projects as assigned. Tasks vary according to the priorities of the department.	Under the general direction of the director or designee, the Project Administrator leads medium projects or subcomponents of larger, more complex projects. The Project Administrator is responsible for independent action on multiple projects. Tasks vary according to the priorities of the department.	Under the general direction of the Director or designee, the Project Manager leads large projects that have organization- wide impact. The Project Manager is responsible for initiating action on multiple projects in a matrix environment. Tasks vary according to the priorities of the University.
Essential Functions /Scope	* Identify, schedule, and organize project deliverables, milestones and outcomes * Develop and maintain timelines, track and report on project status and progress * Respond to external requests for information	* Lead projects and ensure that project development and progress is timely, successful, and meets expectations * Assess project risks and issues, recommend alternative courses of action and implement changes * Initiate, create and maintain communication with project team, key personnel, and senior staff	* Lead project teams, develop new project plans, schedules and budgets * Perform research and data analysis in support of the initial feasibility and formalization of a project * Develop and present final project reports, findings and deliverables * Provide direction to project support staff	* Lead, manage and develop organization-wide large projects from the idea generation and feasibility stage through completion * Identify and recommend specific resource requirements * Support the department in audit reviews of completed projects, identify potential areas for improvement, and document the results and recommendations * Assist the project's sponsor in refining the project scope and objectives, including any constraints * Manage project staff
Required Qualifications	Bachelor's degree or equivalent experience 0-1 years of experience coordinating and planning projects Experience with computer systems required, including Microsoft Office	Bachelor's degree or equivalent experience 1-3 years of experience coordinating and planning projects Demonstrate excellent analytical, organizational and time management skills. Utilize independent judgement. Experience with computer systems required, including Microsoft Office	Bachelor's degree or equivalent experience 3-5 years of demonstrated experience in project management Ability to lead and direct a matrix project team, as well as the ability to lead and direct effective meetings and work sessions. Strong MircroSoft Office skills	Bachelor's degree or equivalent experience 5-7 years of demonstrated experience in project management Ability to lead and manage matrix project teams. Strong MircroSoft Office skills
FLSA Status	Exempt	Exempt	Exempt	Exempt
Promotional Process	**Requisition** **Stand Alone position not considered part of any job family**	Requisition or In-family Promotion from Project Coordinator	Requisition or In-family Promotion from Project Manager II	**Requisition** **Stand Alone position not considered part of any job family**