

UMMS Project Position Career Ladder

Date: as of 3-2014

Criteria	Project Assistant	Project Assistant II	Project Coordinator	Project Coordinator
General Summary of Position	Under the supervision of the Administrator or designee, the Project Assistant is responsible to support the coordination of activities related to a small or medium size project(s).	Under the supervision of the Administrator or designee, the Project Assistant II is responsible to support the coordination of activities related to a large project or multiple smaller projects.	Under the direction of the Director or designee, the Project Coordinator provides analysis and is responsible fot the coordination of tasks and resources for project(s) related administrative and general operations. Responsible for independent action on multiple projects as assigned. Tasks vary according to the priorities of the department.	Under the direction of the Director or designee, the Project Coordinator will lead small projects or subcomponents of larger, more complex projects. Responsible for independent action on multiple projects as assigned. Tasks vary according to the priorities of the department.
Major Responsibilities /Scope	This position may functionally report into a Project Coordinator. This entry level provides support to the project process, including agendas, project plans, scheduling meetings, data coordination etc.	This position may functionally report into a Project Coordinator. This level provides support to the project process, In addition to the lower level duties this level will also be responsible for report generation, tracking deadlines, and follow up.	This position may functionally report into a Project Manager. This level compiles and analyzes data, organizes and plans work activities, and drafts project reports for review with appropriate senior staff. In addition this level will develop and maintain time schedules for department staff, project events, and office activities.	This position may functionally report into a Project Manager. The level will participate in new project development, will convene and direct project teams, and ensure that new project development is timely, successful, and meets expectations.
Required Qualifications	Associate's degree in Business Administration, a related field, or equivalent experience 3 years of related experience	Associate's degree in Business Administration, a related field, or equivalent experience 5 years of related experience	Bachelor's degree in Business Administration, a related field, or equivalent experience 1 year of experience coordinating and planning projects	Bachelor's degree in Business Administration, a related field, or equivalent experience 2 years of project coordination or related experience
Job Code	MS0087	MS0088	MB0070	MB0072
Pay Grade	15	17	41	42
Pay Range (Hourly)	\$15.46 - \$19.06 - \$22.66	\$17.28 - \$21.35 - \$25.42		
Pay Range (Annual)	\$32,157 - \$39,645 - \$47,133	\$35,942 - \$44,408 - \$52,874	\$35,485 - \$48,214 - \$60,944	\$39,000 - \$52,998 - \$66,997
FLSA Status	Non- Exempt	Non- Exempt	Exempt	Exempt
Promotional Process	Requisition	Requisition or In-family Promotion from Project Assistant	Requisition	Requisition