

Job Posting Preview

09/10/2018

Project Coordinator, IES

Child Study Center - Yale Center for Emotional Intelligence
51553BR

University Job Title

Project Coordinator

Bargaining Unit

L34 - Local 34 (Yale Union Group)

Time Type

Full time

Duration Type

Regular

Compensation Grade

Labor Grade D

Work Location

Medical School Campus

Worksite Address

340 Edwards Street
New Haven, CT 06511

Work Week

Standard (M-F equal number of hours per day)

Total # of hours to be worked:

37.5

Searchable Job Family

Administration

Position Focus:

The Early Childhood IES Program Coordinator will be responsible for managing the day-to-day operations of a large-scale Institute of Education Sciences grant by providing administrative support, including hiring, scheduling, and other administrative tasks. The program coordinator will liaise between implementation, research, and evaluation components of the project. Importantly, the program coordinator will liaise with schools for both research and implementation efforts to minimize confusion and coordinate efforts. They will be responsible for organizing projects and resources to meet the business planning demands.

Essential Duties

1. Provides high level administrative support for project team. Establishes, selects, implements, and coordinates administrative procedures and systems.
2. Serves as principal source of information to project team and impacted students, staff, and faculty on project activities.
3. Works with a variety of project management and spreadsheet software to maintain project timeline and track resource allocation, performance metrics and other project related information.
4. Communicates with project team as necessary to monitor and ensure timely completion of deliverables.
5. Monitors expenditures and reconciles financial statements to ensure compliance with budgetary parameters and guidelines.
6. Composes substantive correspondence and written material. Assists with communication of project

status and other information as necessary. 7. Determines logistical needs for meetings, including developing and assembling meeting materials, arranging rooms, catering and transportation as necessary. 8. Oversees, instructs, and coordinates activities of support staff. 9. May perform other duties as assigned.

Required Education and Experience

Six years of related work experience, four of them in the same job family at the next lower level and a high school level education; or four years of related work experience and an Associate degree; or little or no work experience and a Bachelor degree in a related field; or an equivalent combination of experience and education.

Required Skill/Ability 1:

Proven proficiency in an administrative support role. Strong organization skills and the proven ability to lead and prioritize complex projects.

Required Skill/Ability 2:

Exceptional ability to prioritize multiple tasks/projects to meet department objectives and deadlines. Strong attention to detail.

Required Skill/Ability 3:

Self-directed and displays good judgment.

Required Skill/Ability 4:

Exceptional communication, interpersonal, and presentation abilities. Ability to navigate and develop effective working relationships.

Required Skill/Ability 5:

Strong proficiency with Microsoft Word and Excel. Excellent interpersonal and communication (written and oral) skills.

Preferred Education, Experience and Skills:

Research administrative experience, experience with systems used within Yale's ecosystem. Prior experience coordinating meetings and arranging travel.

Drug Screen

No

Health Screening

No

Background Check Requirements

All candidates for employment will be subject to pre-employment background screening for this position, which may include motor vehicle, DOT certification, drug testing and credit checks based on the position description and job requirements. All offers are contingent upon the successful completion of the background check. Please visit www.yale.edu/hronline/careers/screening/faqs.html for additional information on the background check requirements and process.

Posting Disclaimer

The intent of this job description is to provide a representative summary of the essential functions that will be required of the position and should not be construed as a declaration of specific duties and responsibilities of the particular position. Employees will be assigned specific job-related duties through their hiring departments.

Affirmative Action Statement:

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Note

Yale University is a tobacco-free campus

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