Coordinator, IT Projects

Job Code 50009985

General Description
Responsible for interfacing with campus community regarding Technology Resources’ services.

Examples of Duties
Communicate with users to promote on-going, improved and additional services.
Oversee campus-wide projects.
Review space allocation and departmental needs.
Assess best use of departmental space.
Coordinate renovation projects and furniture needs for re-design.
Prepare reports.
Perform other duties as assigned.

Knowledge, Skills, and Abilities
Knowledge of: Related outside agencies.

Skill in: Preparing reports, memos, letters and communication, working as a team member, prioritizing work load, meeting deadlines.

Ability to: Interpret documents, prepare reports, perform basic math, communicate with others, work under pressure, solve problems, provide quality customer service.

Educational Experience
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

Other Requirements