

**FLORIDA STATE COLLEGE AT JACKSONVILLE
JOB DESCRIPTION, 2020**

ADMINISTRATIVE PROJECT MANAGER

FLSA STATUS: EXEMPT – PAY GRADE: 19 - C

**JOB FAMILY: MANAGERIAL/SUPERVISORY-ACADEMICS
JOB FUNCTION: MANAGERIAL/SUPERVISORY**

GENERAL STATEMENT OF JOB

This position provides administrative and technological support to the office of the Provost/VP of Academic Affairs. Overseeing budget management and transfers for all academic funded accounts ensuring funding availability through the system. Works with the general counsel's office to review and maintain the College's board rules and administrative procedures. The incumbent in this position must continuously demonstrate the ability to exercise good judgment in a variety of situations, accompanied by strong written and verbal communication, and excellent technology, administrative, and organizational skills, as well as the ability to maintain a realistic balance among multiple priorities requiring strong time-management skills. The Administrative Project Manager must have the ability to anticipate needs, and to work independently on projects, from conception to completion, plus must be able to work under pressure at times to handle a wide variety of activities and confidential matters with discretion.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Provide administrative and technological support to the Provost/VP of Academic Affairs concerning budgets, personnel, Florida Statutes, policy and procedures.

Organize, maintain and update the College's board rules and administrative procedures.

Develop and maintain College wide databases to track all College stipends, and faculty reassigned time. Monitor stipend, academic operating and equipment budget and provide updates on a regular basis to help inform Cabinet members of issues related to expenditure limits and process issues College-wide.

Coordinate special projects and events. Investigate, research and prepare reports, documents, presentations and related materials for Provost/VP of Academic Affairs and other senior administrators as requested.

Manage the Strategic Planning online (SPOL) process for the Provost/VP of Academic Affairs and new fiscal year budget set up for all academic budgets.

Maintain position data and funds associated with all academic positions under the Provost/VP of Academic Affairs.

Run monthly budget summarization reports and work with budget managers to correct any issues related to negative accounts.

Facilitate the annual academic equipment request process and the awarding and placement of funds into the appropriate accounts.

Review and track all academic hospitality requests to monitor and maintain funding availability and to ensure the appropriate use of funds within the parameters of the account.

ADMINISTRATIVE PROJECT MANAGER Page - 2

Handle confidential information with discretion; be adaptable to various competing demands, and demonstrate the highest level of customer/client service and response.

Perform related duties as required.

SUPERVISION RECEIVED

Supervision is received from the Provost/VP of Academic Affairs.

SUPERVISION EXERCISED

Supervision is exercised over assigned staff.

MINIMUM QUALIFICATIONS

Requires a bachelor's degree from an accredited institution, supplemented by a minimum of three (3) to five (5) years of related experience supporting executive level decision makers, preferably in an institution of higher education.

PREFERRED QUALIFICATIONS

Demonstrates high degree of proficiency in multiple and applicable computer software programs such as Microsoft Excel, Outlook, PowerPoint, and Word, Adobe Acrobat, and various social media Web platforms. Effective written and verbal communications skills, and project management skills.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machines and equipment including computer, office equipment, telephone, etc. Physical demands are essentially those of sedentary work. Tasks may require extended periods of time at a keyboard or workstation.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of documentation, files, accounts, and equipment.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes issuing and receiving assignments, instructions, and/or directions.

Language Ability: Requires ability to read standard English, as well as basic technical data, policy and procedure manuals, codes, etc. Requires the ability to prepare forms and reports using prescribed formats. Requires the ability to communicate with a broad array of individuals from various professional backgrounds.

Intelligence: Requires the ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions; to interpret a variety of instructions or inquiries furnished in written and/or oral form; to acquire knowledge of topics related to occupation.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, and to follow oral/written instructions. Must be able to communicate effectively with co-workers, the public, and students.

Numerical Aptitude: Must be able to add, subtract, multiply and divide; calculate decimals and percentages.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes accurately in operating modern office equipment and machinery.

Manual Dexterity: Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: May not require the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond receiving instructions. Must be adaptable to performing under moderate levels of stress, imposed by frequent deadlines, peak workloads, or public/student contact.

Physical Communication: Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

Environmental Requirements: Tasks are regularly performed without exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).

Effective: 11/2014

Updated: 06/2020