

## COLLEGE OF CENTRAL FLORIDA

### JOB DESCRIPTION OUTLINE

JOB TITLE: PROJECT COORDINATOR NSF GRANT  
PAY GRADE: P - 1  
OVERTIME STATUS: EXEMPT

#### MAJOR RESPONSIBILITY:

The Project Coordinator will manage daily project activities, including the development and implementation of business partnerships in alignment with the NSF Grant objectives. This position will ensure project objectives and timelines are achieved, oversee assessment and evaluation processes, collaborate closely with the PI and Co-PI through regular meetings, and prepare quarterly and annual reports.

At the College of Central Florida, our vision is to be "Your first choice for quality higher education." We aim to accomplish this by providing a caring and exceptional learning environment that fosters the success of our students and community. Candidates considering becoming part of the CF family must be able to embrace and model this philosophy in their day-to-day responsibilities and demonstrate our standards: professional, responsive, informative, dependable and engaged.

#### PREREQUISITES FOR POSITION (Qualification Standards):

1. Education or Training: Bachelor's degree required; master's preferred.
2. Years of experience in field: Minimum of two years' work and/or teaching experience in education, which must include one or more of the following: college level teaching experience, curriculum development, and program development, with at least one year of experience at a community college. At least one year of administrative experience preferred.
3. Special skills or abilities related to position: Demonstrated skills in project planning and implementation, program/curriculum development, problem solving, and evaluation. Effective interpersonal and communication skills that support a collaborative environment. Exhibit positive human relations skills and possess proficiency in verbal and written communication. Establish and maintain an effective working relationship with the community, staff, and faculty. Ability to coordinate a diverse group of staff and faculty and the development and implementation of the project. Ability to establish and maintain detailed records and reports relating to project implementation.

ESSENTIAL JOB FUNCTIONS:

1. Coordinate the daily activities of the NSF Grant project.
2. Support outreach to local high schools, promote dual enrollment and coordinator internship placements with business partners.
3. Order equipment and supplies, schedule field site activities with partners and coordinate transportation to field sites.
4. Manage student data to support evaluation activities.
5. Assist the project director in the development, implementation, and evaluation of the NSF Grant project to achieve the project objectives.
6. Ensure project objectives and timelines are met.
7. Prepare monthly progress reports to the project director.
8. Prepare drafts of quarterly and end-of-year reports.
9. Coordinate the assessment, evaluation, and data analyses process with Institutional Effectiveness and the research analyst.

(These essential job functions are not to be construed as a complete statement of all duties performed.)

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without hearing aid).
- Ability to clearly communicate both orally and in writing on a telephone and on a computer for extended periods of time.
- Routinely requires sitting at a desk and viewing a display screen for extended periods of time.
- Ability to access, input, and retrieve information from a computer or other electronic device.
- Routinely requires moderate (up to 40 pounds) lifting and carrying.
- Routinely requires walking, standing, sitting, kneeling, stooping, reaching up, twisting and bending.

ENVIRONMENTAL CONDITIONS

- Works in an office environment and outdoor/field.

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

PRIMARY LOCATION OF JOB:

Ocala Campus

SUPERVISOR OF POSITION:

Associate Vice President of Arts and Sciences