

## **THE UNIVERSITY OF WYOMING JOB DESCRIPTION**

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: [UW Human Resources](#).

*The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.*

**Title:** SEO PROJECT COORDINATOR

**Reports To:** Designated Supervisor

**UW Job Code:** 3577

**UW Job Family:** 35 - Student Service Management Support

**SOC Code:** 25-9099

**FLSA:** Exempt

**Pay Grade:** 21

**Date:** 10-1-19

### **JOB PURPOSE:**

Under limited supervision, design, coordinate, implement and administer academic, career, personal, college access, college retention and graduation, financial aid, and financial/economic literacy advising functions to eligible socioeconomically disadvantaged students.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Design and provide appropriate, individualized services and undertake group workshops and training for eligible participants.
- Independently recruit and serve eligible students under federal and SEO guidelines.
- Develop and maintain relationships with local educational and community agencies and lead collaborative initiatives to further postsecondary access and success for participants.
- Maintain strict compliance with federal legislation, federal regulations, and OMB directives as well as UW and SEO policies and procedures.
- Undertake small- and large-scale event planning.
- Market program services and successes to the public.
- Collect, verify, and document extensive participant data and educational outcomes.
- Maintain site office and site budget in compliance with federal, SEO, and UW standards.

### **SUPPLEMENTAL FUNCTIONS:**

- Provide training to program and activity support staff.
- Supervise hourly staff.
- Serve on committees and represent the project at meetings and events.
- Some positions require working effectively under distance supervision.
- May require travel by personal vehicle, in all seasons, to provide services to participants.

## **COMPETENCIES:**

- Individual Leadership
- Organization
- Collaborative relationships
- Strategic Planning
- Innovation
- Integrity

## **MINIMUM QUALIFICATIONS:**

Education: **Bachelor's degree**

Experience: **2 years work-related experience**

Required licensure, certification, registration or other requirements: **None**

## **KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of:

- Student programs, activities, and events management.
- Student development, programs and activities at the college or high school levels.
- Barriers to educational achievement associated with students who are first-generation, low-income or otherwise socioeconomically disadvantaged.
- Small- and large-scale event planning protocols.
- Customer service standards and procedures.
- Student development theory and student personnel administration.
- Student support programs and services appropriate to ensuring student academic success and personal and social development.
- Current and developing student retention issues in higher education.
- Communication principles, media, and marketing techniques.
- Management principles and practices.
- Data management techniques and software.
- Budget monitoring and management of funding.
- Regulations associated with federal or similar grant operations.

Skills and Abilities to:

- Manage time to meet demanding multi-program/activities deadlines.
- Supervise and train staff, including organizing, prioritizing, and scheduling work assignments.
- Design, prepare, deliver, and modify course curriculum and associated educational aids.
- Develop, plan, and implement short- and long-range goals.
- Ability to work effectively with a wide range of constituencies in a diverse community.
- Communicate effectively, orally, interpersonally, and in writing.
- Gather data, compile information, and prepare reports.
- Foster a cooperative work environment.

- Examine and re-engineer operations and procedures, formulate policy, and develop and implement new strategies and procedures.
- Plan and evaluate programs.
- Use independent judgment to manage and impart information to a range of clientele and/or media sources.
- Plan, organize, and facilitate a range of special events.
- Budget preparation and fiscal management.
- Utilize advertising and/or sales promotion techniques.
- Use advanced features of Microsoft Office programs.
- Work under strict federal compliance and audit standards.

**WORKING CONDITIONS:**

Standard office environment or combination of office/gymnasium/outdoor areas. Regular exposure to video display terminals; intermittent moderate noise levels; vehicle use in all seasons; some positions are exposed to heights and outdoor weather conditions occasionally.

Authorized by Classification/Compensation, Human Resources

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act (exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.