

Duke University School of Nursing

Job Description

HR Title: Project Planner II

Working Title: Project Planner, Dean's Office

Job Code: 2822

Job Level: 71

Updated 3/2023

Occupational Summary:

Apply project management knowledge, technical and interpersonal skills, and project management tools and techniques to meet the project requirements of projects that are the coordinated activities of more than one functional group in the School of Nursing.

Supervisor:

This position reports to the Director of Administration, Dean's Office

Responsibilities:

1. Coordinate, plan and execute special projects and initiatives out of the Dean's Office. Implement standard project management processes, tools and methodology by: Contributing to the maintenance of standard processes, and standard project templates, tools and guidelines to support the application of the standard project management methodology.
2. Prepare data, reports and presentations in support of the Dean or special project. Generate and issue regular internal and external project reports for large or complex projects managed. Assist with the collection of clear, consistent, standard data for each project in the portfolio to support a regular portfolio report.
3. Coordinate the compilation of and prepare operational reports and analyses setting forth progress, adverse trends and appropriate recommendations or conclusions in support of special projects. Project management and project team leadership: Develop project proposals, including project needs and schedules for large, complex projects and recommend approval of them before submission to the Dean.
4. Plan, lead, and facilitate regular cross-functional project team meetings. Maintain liaison with all levels of administration, staff, faculty, and outside organizations to coordinate special projects, accomplish directives and facilitate the resolution of problems.
5. Develop detailed task lists and work effort assessment and short and long-term resource allocation plans based on input from all key players and team members (writers, editors, graphics, and etc) and document these details using tools such as work breakdown structures or outlines. Develop detailed budgets and schedules based on task breakdown, materials and information and resource allocation plans.
6. Develop communication plans with the project team. Proactively assess and analyze with the team, any risks and issues that may compromise project team performance and results and develop plans to remove or mitigate them. Maintain risk and issue logs.
7. Monitor schedules, issue logs and risk management plans and provide warnings of serious deviations or variations that may compromise project results.
8. Proactively identify changes in work scope and ensure appropriate planning measures are taken with internal and external clients to reassess, renegotiate and amend scope of work responsibilities, proposals, contracts, and budgets.
9. Assist in writing and editing materials such as monographs, slides, newsletters, national reports, and project website content as directed by the Dean in collaboration with the communication's strategist.

10. Liaison with School of Nursing, University and Duke Health offices for purposes of coordination with the Dean's Office.

Education/Training

Bachelor's degree. Additional training in Project Management coursework or certification in Project Management is desired.

Experience

Four years of progressively responsible experience in project management, including complex projects involving multiple functional groups. Experience in medical education/publishing, clinical research, or medical product development is desired.

OR ANY OTHER EQUIVALENT COMBINATION OF RELEVANT EDUCATION AND/OR EXPERIENCE.