

Duke University School of Nursing

Job Description

HR Job Title: Project Coordinator

Job Code: 1685

Job Level: 10

Updated: 7/15/2022

Occupational Summary

Apply project management knowledge, technical and interpersonal skills, and project management tools and techniques to meet the project requirements of medium to large projects that are the coordinated activities of Sickle Cell Disease research.

Only applications with cover letters included will be considered for this position.

Work Performed

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. Consistently applying standard project management methodology, processes, and tools to projects manages.

Project management: Draft project reports and other project materials, such as IRB applications and grant renewal applications, as directed and with oversight from project principal investigators.

Schedule project team meetings and maintain meeting agendas and minutes with oversight from the project principal investigators Develop detailed task lists and work effort assessment and short and long-term resource allocation plans based on input from principal investigators 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.

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. Monitor schedules, issue logs and risk management plans and provide warnings of serious deviations or variations that may compromise project results.

Act as liaison between all parties concerned to address proposed modifications to project scope, schedule, or budget and influence to minimize changes. Work with project team members and principal investigators to resolve schedule and resource conflicts. Escalate difficult project issues as appropriate. Arrange and maintain relevant outsourcing relationships, maintain records of expenses and track milestones and/or percent complete for contracted work, and inform accounting as these levels are attained so invoices can be sent to sponsors and payments to contractors can be approved in a timely manner.

Maintain project folders observing needed security and ensure required project data and information is regularly entered into the project workbook and the project management and knowledge management systems. Generate and issue regular internal and external project reports the project. Assist with the collection of clear, consistent, standard data for each project in the portfolio to support a regular portfolio report. Business development and stakeholder relationship management: Participate in meetings.

Initiate, establish, and maintain business relationships with all key stakeholders of the project whether internal or external to the organization.

Travel, as needed, to attend client meetings or provide oversight and assistance for off-site projects e.g. continuing education programs or expert meetings between academics and the other industries (i.e. pharmaceutical companies, etc.).

Other duties: Assist in writing and editing materials such as manuscripts, public education material, monographs, slides, newsletters, national reports, prepare presentations for national meetings, and project website content. Coordinate and schedule meetings and work groups for the sickle cell research team. Perform any other related duties incidental to the work described herein. The above statements describe the general nature and level of work being performed by individuals assigned to this classification. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so classified.

Required Qualifications at this Level

Education/Training: Bachelor's degree. Additional training in Project Management or related training is desired.

Experience: Two years of experience in project management, with increasing scope and independence.

OR AN EQUIVALENT COMBINATION OF RELEVANT EDUCATION AND/OR EXPERIENCE

Skills: Ability to use computers and standard computer software. No additional special skills required.