Architectural Project Coordinator

**Definition of Class**
This is a professional position that coordinates construction and design projects for the Department of Facilities Planning. The incumbent is responsible for project coordination and administration and ensures that quality of work is consistent with design and construction documents as well as University and professional standards. The incumbent will also be responsible for overseeing projects through to completion including providing written reports. This employee reports to the Director of Facilities Planning.

**Examples of Work Performed**
- Coordinates design and construction projects.
- Utilizes appropriate software to prepare technical reports.
- Serves as project coordinator; observes processes and collects data to ensure compliance with standards as set forth by the University of Mississippi.
- Reviews construction work in the field to ensure that established quality control standards are met.
- Tracks workflow and coordinates with the project team regarding scheduled deadlines.
- Reviews and evaluates the merit of change orders for all projects and discusses with the Director of Facilities Planning.
- Evaluates Applications for Payment to determine whether they accurately reflect work performed.
- Performs similar or related duties as assigned or required.

**Essential Functions**
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Serves as project coordinator for design and construction projects.
2. Coordinates processes; prepares forms and documents for assigned design and construction projects.
3. Collects data and prepares reports.
4. Provides supervision and guidance to personnel assigned to design construction projects.
5. Possesses knowledge of building construction techniques and has prior construction site experience.

**Minimum Qualifications**
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi's Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to...
perform all essential functions of the position.

**Physical Requirements:** These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

**Physical Exertion:** The incumbent may be required to lift up to approximately 25 pounds and maneuver around campus construction sites on the University of Mississippi campus.

**Vision:** Requirements of this job include close, distance, and color vision.

**Speaking/Hearing:** Ability to give and receive information through speaking and listening.

**Motor Coordination:** While performing the duties of this job, the incumbent is frequently required to sit and talk and hear. The incumbent is occasionally required to stand, walk, reach with hands and arms, stoop, kneel, crouch or bend.

**Experience/Educational Requirements:**

**Education:**
Bachelor’s Degree in a related field from an accredited college or university.

**Experience:**
Five (5) years of experience related to the above described duties.

**Substitution Statement:**
Related experience may be substituted for education, on a basis set forth and approved by the Department of Human Resources.

**Interview Requirements**
Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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