Job Description

Executive Project Coordinator - 70973

Description

University Job Title: Administrative Services Administrator 1
Working Title: Executive Project Coordinator
Vice Provost for Student Affairs
Job Code: 4121 Salary Level: H

Note: Not all unique aspects of the job are covered by this job description

JOB PURPOSE:
The Executive Project Coordinator will manage key aspects of the work of the Executive Director and the Faculty Director and manage the activities and flow of the center’s executive office. This position will have three primary areas of responsibility: 1) provide strategic support to the Executive Director and Faculty Director, 2) coordinate center-wide projects and events, and 3) initiate and manage communication with diverse audiences and constituencies. The Executive Project Coordinator is expected to maintain confidentiality when dealing with sensitive information and use tact and diplomacy in interactions with students, faculty, staff, and external partners.

The position reports to the Executive Director, Haas Center for Public Service.

CORE DUTIES*:
• Independently implement, administer and evaluate day-to-day activities of the unit, function or program. Act as key contact.
• Collect and analyze data, create reports, review and explain trends; formulate and evaluate alternative solutions and/or recommendations to achieve the goals of the program or function.
• Analyze and interpret policies; develop, revise and implement procedures for program or function.
• Represent the program or function within the department, unit or school. May also represent the program or function to external constituencies.
• Organize and/or participate in outreach activities that may include communications, events, training, and/or conferences. May participate in development of budgets or oversee budgets and monitor and approve expenditures.
• Organize and coordinate travel plans, itineraries, agendas and meetings for the Executive Director, Faculty Director and center-wide.
• May direct staff to perform various tasks and assignments. May also supervise staff.
• Manage the Directors’ communications, both internal and external, with tact, diplomacy, and sensitivity to confidentiality.
• Communicate directly, and on behalf of the ED, with board members, donors, staff and others, on matters related to the ED's programmatic initiatives.
• Contribute to and edit written communication for Stanford students, staff, faculty, alumni, board members, Trustees, funders, donors, and community partners.
• Prepare briefing materials for the Executive Director including drafting presentation materials.

* Other duties may also be assigned
Qualifications

Education & Experience:
- Bachelor’s degree and three years of relevant experience, or combination of education and relevant experience.

Knowledge, Skills and Abilities:
- Demonstrated ability to prioritize own work and multi-task.
- Demonstrated excellent organizational skills.
- Demonstrated ability to take initiative and ownership of projects.
- Ability to communicate effectively both orally and in writing.
- Ability to routinely and independently exercise sound judgment in making decisions.
- Demonstrated experience working independently and as part of a team.
- Relevant subject matter knowledge.
- Ability to direct the work of others, for jobs requiring supervision.
- An ability to work effectively in a fast-paced environment with frequent interruptions, while maintaining an attitude of service to others.
- Flexibility in work schedule with the understanding that there may be occasional deviations from the normal workday hours.
- Sensitivity to, or demonstrated experience working with, diverse populations and constituencies, including students, staff, faculty, community partners, board members, funders, and university officials.
- Demonstrated ability to handle sensitive issues and maintain confidentiality.
- Demonstrated ability to perform duties with a high level of professionalism, flexibility, discretion, judgment, diplomacy and tact.

Certifications and Licenses: None

PHYSICAL REQUIREMENTS*:
- Constantly perform desk-based computer tasks.
- Frequently stand/walk, sitting, grasp lightly/fine manipulation.
- Occasionally use a telephone.
- Rarely lift/carry/push/pull objects that weigh 11-20 pounds.

* - Consistent with its obligations under the law, the University will provide reasonable accommodation to any employee with a disability who requires accommodation to perform the essential functions of his or her job.

WORK STANDARDS:
- Interpersonal Skills: Demonstrates the ability to work well with Stanford colleagues and clients and with external organizations.
- Promote Culture of Safety: Demonstrates commitment to personal responsibility and value for safety;
communicates safety concerns; uses and promotes safe behaviors based on training and lessons learned.
- Subject to and expected to comply with all applicable University policies and procedures, including but not limited to the personnel policies and other policies found in the University's Administrative Guide, [http://adminguide.stanford.edu](http://adminguide.stanford.edu)

The Haas Center for Public Service at Stanford University serves as a campus hub for undergraduate public service and works to inspire Stanford University to realize a just and sustainable world through service, scholarship, and community partnerships. The Center engages students in local and global public service across diverse pathways: activism, direct service, engaged scholarship, philanthropy, public policy, and social entrepreneurship. In 2015, the Center became the hub for Cardinal Service, an ambitious university initiative to elevate and expand service as a distinctive feature of a Stanford education.

Cardinal Service focuses on four dimensions that have proven transformative in the lives of our students: a full-time, quarter-long service experience (Cardinal Quarter); community engaged learning classes (Cardinal Courses); sustained service engagement (Cardinal Commitment); and support to integrate service into any career and pursue work in the public interest (Cardinal Careers).


**Job:** Administration  
**Location:** Vice Provost for Student Affairs  
**Schedule:** Full-time  
**Grade:** H