

Unified Communications Project Coordinator

 Business Affairs: University IT (UIT), Stanford, California, United States

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Job Purpose:

This is a two year fixed-term position. It is a full-time position with benefits.

The **Unified Communications Project Coordinator** has significant responsibilities for administrative, tracking or operational services, functions or projects. Typical duties include developing and administering project plans, tracking plans and deliverables, policies and procedures, performing analyses or acting as a subject matter expert for the function or project.

CORE DUTIES*:

- Coordinate, track, and communicate project activities related to the delivery of AV solutions to campus.
- Must be able to work and coordinate with third party vendors, including low voltage, wiring and construction staff to deliver final solutions.
- Lead the planning and operations for programs or functions that have significant business, regulatory and/or technical challenges requiring subject matter expertise.
- Evaluate programs or functions, policies and procedures. Identify issues, and develop alternative solutions which may include changes to programs, policies and procedures.
- Review and analyze trends to advise and develop recommendations to achieve or modify the goals of the program or function.
- Represent the program or function within the department, unit or school. Commit resources and provide information and/or training. Represent the program or function at the university level and/or to external/internal stakeholders and constituencies.
- Manage and contribute to the development of outreach strategy that may include relationship development, communications and compliance.
- May develop and/or oversee budgets; manage finances including monitoring, analyzing, forecasting, and reporting.
- Assess training needs and may develop associated training.
- May direct and/or supervise staff.

MINIMUM REQUIREMENTS:

Education & Experience:

Bachelor's degree and 4+ years of relevant experience, or a combination of education and relevant experience.

Knowledge, Skills and Abilities:

- Computer skills and demonstrated experience with office and technical support software
- Demonstrated success in following through and completing projects.
- Must have a familiarity and past experience tracking infrastructure project activities related to networking, and unified communications.
- Ability to take initiative and ownership of projects.
- Ability to prioritize, multi-task, and assign work to others.
- Ability to manage multiple competing priorities and work under pressure in high stress situations.
- Ability to routinely and independently exercise sound judgment in making decisions.
- Ability to work effectively, and collaboratively with minimum direction.
- Excellent organizational skills and attention to detail.
- Strong verbal and written communication skills.
- Excellent customer service and interpersonal skills.
- Ability to establish effective, ongoing relationships with clients, staff and management.
- Business operations experience: asset and inventory management, accounts payable and receivables, customer billing
- Prior experience working in a healthcare environment preferred.

Certifications and Licenses:

None

PHYSICAL REQUIREMENTS*:

- Constantly perform desk-based computer tasks.
- Frequently sitting.
- Occasionally stand/walk, reach/work above shoulders, grasp lightly/fine manipulation, grasp forcefully, use a telephone, sort/file paperwork or parts, lift/carry/push/pull objects that weigh up to 10 pounds.
- Rarely twist/bend/stoop/squat, kneel/crawl.

WORKING CONDITIONS:

- Work extended hours.

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>.

The job duties listed are typical examples of work performed by positions in this job classification and are not designed to contain or be interpreted as a comprehensive inventory of all duties, tasks, and

responsibilities. Specific duties and responsibilities may vary depending on department or program needs without changing the general nature and scope of the job or level of responsibility. Employees may also perform other duties as assigned.

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.

Stanford is an equal employment opportunity and affirmative action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, protected veteran status, or any other characteristic protected by law.