Part-time Project Coordinator

Department: Office of Information Security
Institution: The University of Texas System
Location: Austin
No. of Openings: 1
Hours per Week: 19.5
Work Schedule: Flexible - TBD
Compensation: $15.00+
FLSA Status: Non-Exempt
Benefits Eligible: No

About UT System
Established by the Texas Constitution in 1876, The University of Texas System consists of eight academic and six health institutions. The University of Texas System is based in Austin, TX and is responsible for the central management and coordination of the fourteen institutions.

About Office of Information Security
The U.T. System Office of Information Security provides guidance and support to The University of Texas System’s eight academic and six health institutions, U.T. System Administration, and UTIMCO in their efforts to establish and maintain information security programs that:

- Effectively reduce risk and secure the information assets under its stewardship against unauthorized use, disclosure, modification, damage or loss;
- are documented and verifiable; and
- meet regulatory compliance requirements.

Essential Functions

• Monitors and updates project plans and statuses within Microsoft Project and Project Online, tracking task completion, milestone completion, risks and issues.
• Collects & uploads project documentation to project SharePoint sites.
• Schedules required project meetings, works with stakeholders to identify available times and send out meeting invites.
• Attends required project meetings capturing status updates, meeting minutes and action items.
• Creates and disseminates reports to project stakeholders at the Program Manager’s direction.
• Tracks action items, following up with attendees as required.
• Assists with other administrative tasks associated with projects, as required.

Required Qualifications

• High School Diploma
• Completion of at least 30 credit hours of higher education or may substitute one year of related experience for 30 credit hours.

Preferred Qualifications

• Exposure to Project Management training or education.
• Experience with Microsoft Project, Project Online and SharePoint.
Working Conditions
Work is performed in an office or home office environment. Uses personal computer and other standard office equipment.

How to Apply
Send one email to linman@utsystem.edu as specified below.
- Subject Line: PT Project Coordinator - First Name Last Name
- Attach the following documents as Word or PDF files:
  - Resume
  - Cover Letter
  - 3 Professional References (incl. contact information)

Additional Information
This position is security sensitive and subject to Texas Education Code 51.215, which authorizes the employer to obtain criminal history record information.

Equal Opportunity/Affirmative Action
The University of Texas System is an Equal Opportunity/ Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, disability, veteran status or sexual orientation. Reasonable disability accommodation may be requested by contacting the Office of Talent & Innovation.

Please direct questions to the Office of Talent & Innovation.