

Part-Time Project Coordinator



**The University of
Texas System**

Department	Information Security Office
Institution	The University of Texas System
Location	Austin
No. of Openings	1
Hours per Week	19.5
Hourly Pay Rate	\$24.00
Work Schedule	M-F
Earliest Start Date	April 15, 2024
Expected End Date	N/A
FLSA Status	Non-Exempt
Benefits Eligible	No

About UT System

For more than 140 years, The University of Texas System has improved the lives of Texans — and people all over the world — through education, health care, and research. The System consists of nine academic institutions, five health institutions, and The University of Texas System Administration. The institutions of the UT System employ more than 116,000 faculty, health care professionals, researchers, support staff, and student workers.

The UT System Administration is primarily based in Austin, Texas. It supports the missions of the System's fourteen institutions by providing financial, legal, planning, purchasing, government relations, communications, development, and other central services. Serving a growing state, the UT System Administration strives to provide a welcoming, supportive work environment that embraces different perspectives - not only because it enables the organization to be stronger, creative, and thoughtful, but because it is the right thing to do. To that end, UT System Administration embraces state laws on [military](#) and [former foster children](#) employment preferences.

About the Office of Information Security

The office of Information Security (ISO) provides guidance and support to The University of Texas System's eight academic and six health institutions in their efforts to establish and maintain security programs that protect and secure the information assets under their stewardship against unauthorized use, disclosure, modification, damage or loss.

Essential Functions

- Monitor and update project plans and statuses within Microsoft Project and Project Online, tracking task completion, milestone completion, risks and issues.
- Collect & upload project documentation to project SharePoint sites.
- Schedule required project meetings, work with stakeholders to identify available times and sending out meeting invites.
- Attend required project meetings capturing status updates, meeting minutes and action items.
- Create and disseminate reports to project stakeholders at the Program Manager's direction.
- Track action items, following up with attendees as required.
- Assist with other administrative tasks associated with projects as required.

Required Qualifications

- Must be a highly organized individual capable of keeping track of multiple tasks, deadlines and information from various sources.
- Strong written and verbal communication skills essential.
- Ability to distill and summarize key information from a myriad of sources will be needed.
- High School Diploma

Preferred Qualifications

- Exposure to Project Management training or education.
- Experience with Microsoft Project, Project Online and SharePoint.

Working Conditions

- Remote work is possible

How to Apply

Send one email to **ratrevino@utsystem.edu** as specified below.

- Subject Line: Part-Time Project Coordinator - First Name Last Name
- Attach the following documents as Word or PDF files:
 - [Employment Application](#)
 - 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 Administration is a federal contractor committed to providing equal employment opportunity for all qualified applicants and employees in all terms and conditions of employment. U. T. System will provide equal employment opportunity to all qualified persons and will not discriminate on the basis of race, color, sex, sexual orientation, gender identity/expression, pregnancy, religion, national origin, age, disability, genetic information, protected veteran status, or any other characteristic protected by federal or state laws.

For information on accommodations for individuals with disabilities, please contact the Office of Talent and Innovation at oti@utsystem.edu.