

Job Title: Project Specialist (PT)
Position Number: 3AVPCCE-HNC-3
Campus: Central
Department: Corporate and Continuing Education
Job Description: The position is available in the Learning Unit, reporting to the Associate Dean, Project Management. Responsibilities include but are not limited to; assisting with managing projects by compiling information, tracking timelines, budget, progress of action items, and updating project database. May also provide a variety of administrative tasks including maintaining calendar, organizing and prioritizing work load, maintaining files, making travel arrangements, coordinating meetings, running budget reports, processing standard forms, and procuring office supplies and equipment. Proficiency in MS Office Suite products, and strong customer service and communication skills a must.

Requirements: Minimum requirements include basic knowledge of office administrative work obtained through business or vocational training beyond high school and two years of office experience. An associate's degree and project coordination support experience is preferred.

Apply to: Send completed resume to lori.alexander@cpc.edu