University of New Haven
Search #13-01
Henry C. Lee College of Criminal Justice and Forensic Sciences
Grant Project Coordinator

The part-time position of Project Coordinator is responsible for the day to day coordination of a national-level police executive education project funded by the U.S. Department of Justice, COPS Office. This position provides direct support to and coordination of the logistics of the police executive training clinic and is an essential position to the successful implementation of the grant.

This is a part-time position throughout the approximately two-year project period. Evening and weekend hours may be required during times when classes are in progress. The individual chosen for this position must be available immediately, be able to work flexible hours and commit to the duration of the project.

Supervision Received: The Project Coordinator will work closely with and serve under the direction of the Project Director with general supervision by the HCLC dean's office.
Supervision Exercised: Potential supervision of clerical staff, graduate assistants, student workers

Core Duties:

- Arrange advertisement and coordinate enrollment
- Coordinate class-room scheduling
- Coordinate travel and lodging for guest instructors
- Schedule and support Advisory Board meetings and grant planning meetings
- Assist faculty with preparation of training materials and equipment
- Assist with purchase of supplies
- Prepare correspondence
- Coordinate activities with partnering agencies
- Assist with maintaining contact with alumni of the course
- Manage related web-based communications
- Work closely with the Project Director and university administration to assure documentation of activities and meet timely and accurate grant reporting requirements

Secondary Duties:

- Perform other related administrative duties in support of the grant

Qualifications, Knowledge, Skills, Abilities:

Bachelor's degree (or equivalent relevant experience)
Event or project coordination and planning experience is essential
Excellent computer skills: spreadsheets, scheduling apps, Microsoft Office (Word, PowerPoint, Excel and Outlook)
Excellent organizational skills
Ability to prioritize tasks and multi-task
Excellent problem-solving skills and good judgment
Ability to work independently and as a team
Excellent written and oral communication skills
Prior experience working with law-enforcement agencies is highly desirable

Search Committee: #13-01
University of New Haven
Human Resources Department
300 Boston Post Road
West Haven, CT 06516

You must include the search # in the subject line of your email to be considered for the position

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