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02-Jul-2019

Project Specialist - FAS Dean's Office

Faculty of Arts & Sciences - Office of the Dean
56797BR

University Job Title

Project Specialist, Faculty of Arts and Sciences

Bargaining Unit

None - Not included in the union (Yale Union Group)

Time Type

Full time

Duration Type

Fixed

If Fixed Duration, Period

3 years from date of hire

If Fixed Duration, is continuation possible?

Yes

Other Fixed Duration Date

31-May-2022

Compensation Grade

Administration & Operations

Compensation Grade Profile

Supervisor; Senior Associate (23)

Work Location

Central Campus

Worksite Address

1 Hillhouse Avenue
New Haven, CT 06511

Work Week

Standard (M-F equal number of hours per day)

Total # of hours to be worked:

37.5

Searchable Job Family

Administration

Position Focus:

The Project Specialist will be working on a variety research projects for the Faculty of Arts and Sciences (FAS) Dean's Office. The Project Specialist works collaboratively with the FAS faculty deans and associate deans and will oversee and develop FAS faculty-oriented initiatives that emphasize innovation, lifelong learning, and focused attention to faculty leadership, scholarship, and professional growth.

Essential Duties

1. Manages special strategic projects ranging from academic to financial from inception to completion, which requires quantitative analysis, independent research, and the proposal of resolutions or conclusions. Creates and envisions programmatic initiatives and communication strategies. 2. Oversees, develops, and coordinates the Scholars as Leaders, Scholars as Learners (SAL2) program, which encompasses a suite of opportunities for FAS faculty that support their continued growth as scholars, teachers, and university citizens. 3. Develop and manage multiple project plans through collaboration with senior leadership and staff. 4. Play a consultative role to help put in place the appropriate people, processes, and tools as needed to optimize efficiency and ensure smooth administrative operations. 5. Collaborates with the dean for diversity and faculty development to design and deliver the junior faculty mentoring program and cohort-based faculty leadership development program. 6. Designs and develops communications strategies for special projects. Develops and exercises a keen understanding of the multiple audiences and contributing University offices involved in a given project to ensure that individual communications are rolled out within a structure planned in advance and with appropriate communication among key stakeholders. 7. Envisions, creates and authors a wide variety of sensitive and high-level written materials. Serves as coordinator and executor for a range of internal and external committees. May participate in decisions regarding committee work. Advises panelists on precedents and prior actions. 8. Serves as Secretary for committee(s), manages informal and formal resolution processes and voluminous correspondence. 9. May supervise the work of project coordinator and/or administrative staff. 10. Serves as liaison to other departments on all communications. 11. May perform other duties as assigned.

Required Education and Experience

Bachelor's Degree and four years of related work experience or an equivalent combination of education and experience.

Required Skill/Ability 1:

Demonstrated ability working on strategic projects or programs. Familiarity with practices and trends in higher education.

Required Skill/Ability 2:

Flexibility, good judgment, and ability to maintain confidential information. Ability to handle challenging and complex situations and create thoughtful, informed, and institutionally aligned responses.

Required Skill/Ability 3:

Strong written and oral communication skills; proven ability to articulate ideas in verbal and written communications. Excellent interpersonal skills, with an ability to work with faculty, staff, and administrators.

Required Skill/Ability 4:

Self-starter with strong work ethic, demonstrated ability working on deadlines. Ability to work both collaboratively and independently in an organized and productive manner.

Preferred Education, Experience and Skills:

Advanced degree such as Master's (or equivalent level degree) or Ph.D. Experience working with academic projects. Experience and extensive knowledge using project management software.

Weekend Hours Required?

Occasional

Evening Hours Required?

Occasional

Drug Screen

No

Health Screening

No

Background Check Requirements

All candidates for employment will be subject to pre-employment background screening for this position, which may include motor vehicle, DOT certification, drug testing and credit checks based on the position description and job requirements. All offers are contingent upon the successful completion of the background check. Please visit www.yale.edu/hronline/careers/screening/faqs.html for additional information on the background check requirements and process.

Posting Disclaimer

The intent of this job description is to provide a representative summary of the essential functions that will be required of the position and should not be construed as a declaration of specific duties and responsibilities of the particular position. Employees will be assigned specific job-related duties through their hiring departments.

Affirmative Action Statement:

Yale University considers applicants for employment without regard to, and does not discriminate on the basis of, an individual's sex, race, color, religion, age, disability, status as a veteran, or national or ethnic origin; nor does Yale discriminate on the basis of sexual orientation or gender identity or expression. Title IX of the Education Amendments of 1972 protects people from sex discrimination in educational programs and activities at institutions that receive federal financial assistance. Questions regarding Title IX may be referred to the University's Title IX Coordinator, at TitleIX@yale.edu, or to the U.S. Department of Education, Office for Civil Rights, 8th Floor, Five Post Office Square, Boston MA 02109-3921. Telephone: 617.289.0111, Fax: 617.289.0150, TDD: 800.877.8339, or Email: ocr.boston@ed.gov.

Note

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