



Working Title: **Project & Impact Coordinator**

Official title: ADMIN PROGRAM SPEC(R07DN) or ASSOC ADMIN PRGM SPEC(R07FN)

Degree and area of specialization:

Technical College Degree or higher required, project management, statistics, social science or a field that relies on data and project oversight preferred.

Minimum number of years and type of relevant work experience:

REQUIRED

1. Experience coordinating diverse, complex projects in a professional environment.
2. Experience coordinating, reporting and working with data/metrics.
3. Excellent project management skills including familiarity with use of current collaborative project management tools.
4. Strong data reporting and synthesizing skills including effective use of database tools and dashboards.
5. Strong communication and organizational skills; the ability to effectively prioritize work and change focus quickly while maintaining accuracy.
6. Ability to be proactive, work independently and in teams.
7. Ability to work on and effectively manage multiple projects and multiple aspects of a single project, from conception to completion.
8. Experience with purchasing, basic finance, and vendor and/or outside contractor management.
9. Experience working in a creative organization.
10. Work as a creative thinker demonstrating adaptability and conflict management skills
11. Excellent verbal, written, and interpersonal communication skills.
12. Experience with other software, including Microsoft Office Suite.

NOT REQUIRED BUT DESIRABLE QUALIFICATIONS

1. Experience working with outcome measures and metrics, logic models.
2. Experience in a public-facing, community, social service, or nonprofit organization.
3. Knowledge of demographic or human-centered population data or statistics.
4. Formal project management certification or training.
5. Experience in media organization responsible for audience development and engagement.

Position Summary:

This position will serve in a centralized project coordinator role, and a centralized impact tracking and reporting role working across the 4 key, integrated audience engagement and development teams at PBS Wisconsin. The position will manage the station's audience insights database and provide consultation to the audience engagement team and station leadership. The position will be part of the planning and analysis of audience development goals and strategies. The position will also manage the department purchasing, financial reconciliation and administrative duties. Reports to Promotion Manager.

Principal duties:

1. Develops, schedules, coordinates, and prioritizes project work plans in accordance with specifications and resource limitations (30%)
2. Analyzes data and trends, compiles progress reports, and provides appropriate recommendations or conclusions (25%)
3. Develops, enhances, and maintains operational standards and systems to support project teams (20%)
4. Serves as the initial point of contact for the project(s), serves on committees, and attends meetings representing the interests of the project(s) (10%)
5. Manage the department purchasing, advertising buys, financial reconciliation and administrative duties. (10%)
6. Supports the unit as needed with logistics, editing or communications assistance (5%)

Additional Information:

Expected salary range for this position is lower fifties for Associate Administrative Program Specialist



to lower sixties for Administrative Program Specialist. Actual pay and title will depend on experience and qualifications.

The occupant of this position is expected to comply with the Ethics for PBS Wisconsin Staff found at pbswisconsin.org/about/ as well as the UW Madison Code of Ethics.

The University of Wisconsin is an Equal Opportunity and Affirmative Action Employer. We promote excellence through diversity and encourage all qualified individuals to apply.

Please note that successful applicants are responsible for ensuring their eligibility to work in the United States (i.e. a citizen or national of the United States, a lawful permanent resident, a foreign national authorized to work in the United States without need of employer sponsorship on or before the effective date of appointment).

A criminal background check will be conducted prior to hiring.

A period of evaluation will be required

Employee class: Academic Staff
 Department(s): PUB MEDIA/PBS WISCONSIN
 Full time salary rate: Minimum \$52,000 ANNUAL (12 months)
 Depending on Qualifications
 Term: This is a renewable appointment.
 Appointment percent: 80% - 100%
 Anticipated begin date: October 30, 2021
 Number of positions: 1

Department Contact:
 Erin Cook Phone: 608-263-0477
 821 University Ave Phone TTY: 608-263-2473
 7111 Vilas Communication Hall Fax: N/A
 Madison, WI 53706-1412 Email: erin.cook@wisc.edu

HOW TO APPLY:

Please submit a cover letter and resume detailing how your experience and skills relate to the Minimum Years and Type of Relevant Work Experience, and the Not Required but Desirable Qualifications listed for this specific position. Please also include a list of 3-4 references, with 1 being a current or past supervisor. Please note that we will not be contacting references without notifying you beforehand.

Questions? Contact: Erin Cook, PBS Wisconsin, 821 University Avenue, Madison, WI, 53706; 608-263-0477, hr@wpm.wisc.edu.

To ensure consideration, application must be received by: October 15, 2021

If you need to request an accommodation because of a disability you can find information about how to make a request at the following website: <http://www.oed.wisc.edu/478.htm>

NOTE: Unless confidentiality is requested in writing, information regarding the names of applicants must be released upon request. Finalists cannot be guaranteed confidentiality.

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For more information on the University of Wisconsin-Madison Office of Human Resources please see <http://www.ohr.wisc.edu/>

For more information on the University of Wisconsin-Madison see our home page at <http://www.wisc.edu/>
For UW Madison Campus Safety Information see <http://www.students.wisc.edu/safety/>