



Classification Description

Job Title: IT Project Coordinator

Pay Grade: TB020

Job Code: T077

FLSA Status: Exempt

Job Purpose

The IT Project Coordinator is a supportive and analytical role within the IT department at Florida SouthWestern State College (FSW). This position supports project management activities, performs project-related data analysis, and assists with IT initiatives College-wide. The IT Project Coordinator works collaboratively with all IT areas to ensure the timely and effective execution of IT project tasks and their strategic alignment with institutional objectives.

General Responsibilities

Essential Functions

Supports and coordinates a diverse range of IT projects from inception through completion.

Develops project plans, schedules, and budgets, ensuring all projects are delivered on time, within scope, and within budget.

Coordinates with various IT teams to ensure effective communication and collaboration.

Conducts detailed project analysis to inform the IT Project Manager's decision-making and strategy development.

Fosters relationships with stakeholders across all IT areas to ensure alignment and cooperation.

Facilitates communication between IT teams and other College departments to promote interdisciplinary collaboration.

Keeps stakeholders informed on project progress, risks, and outcomes.

Performs other duties as assigned.

These essential job functions are not to be construed as a complete statement of all duties performed; employees will be required to perform other job-related duties as required. An employee with a disability is encouraged to contact the Human Resources Office to evaluate the job in greater detail in order to determine if she/he can perform the essential functions of this job with or without reasonable accommodation.

Knowledge, Skills and Abilities

Minimum Qualifications

Bachelor's degree in Information Technology, Computer Science, Business, or related field.

Two (2) years of demonstrated full-time work experience in related position. An appropriate combination of education and experience may be substituted.

Proven experience in IT project management, preferably within a higher education setting.

Strong analytical skills with experience in data and web analytics.

Knowledge of IT strategy development and implementation.

Excellent organizational skills, communication, collaboration, and interpersonal skills.

Ability to manage multiple projects simultaneously and adapt to changing priorities.

Familiarity with project management software and web analytics tools.

Demonstrated ability to:

- Think critically and creatively, have a high standard of integrity, and be motivated to incorporate best practices into the organizational culture.
- Exhibit a thorough knowledge of policies, procedures, and outside regulations pertaining to the position.
- Possess a working knowledge of operational and fiscal analysis techniques.
- Take initiative and independently plan, organize, coordinate and perform work in various situations where numerous and diverse demands are involved.
- Anticipate, investigate, and analyze problems and address them proactively.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with faculty, staff, students and the public.
- Work independently and follow through on assignments.
- Exhibit solid organizational skills and be detail-oriented.
- Work with a variety of constituencies and be willing to contribute to a team effort.
- Exercise discretion and good judgment at all times and in all contexts and maintain confidentiality.
- Work effectively with all constituencies of the College.
- Collect, organize, analyze and present information in a meaningful manner.
- Collaborate and be effective working with diverse populations.
- Manage project documentation, including requirements gathering, scope definitions, and compliance records.
- Coordinate meetings, prepare agendas, document minutes, and track follow-up tasks with stakeholders across departments and campuses.
- Strong meeting facilitation whether in person or virtual and note-taking skills.

IT PROJECT COORDINATOR

- Must be able to meet deadlines in a fast-paced, service-oriented environment.

Critical Skills/Expertise

All employees are expected to:

- Promote a common purpose consistent with stated College goals and demonstrate a commitment to students and the learning environment.
- Possess the knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks.
- Demonstrate the ability to respond to supervision, guidance and direction in a positive, receptive manner and in accordance with stated policies.
- Provide quality customer service by creating a welcoming and supportive environment.
- Present a professional image in word, action and attire.
- Demonstrate professionalism in dealing with a diverse population while understanding and respecting each other's view of the world, personalities and working styles.
- Conduct oneself in a manner consistent with the College's standards of ethical conduct.
- Apply effective techniques to create working relationships with others to achieve common goals; successfully communicates and collaborates with others to achieve goals.
- Demonstrate skills necessary to look at situations and processes critically to make recommendations for improvement.

Work Conditions/Physical Demands/Special Conditions

Physical:	Routinely requires the ability to see, hear, and speak. Routinely requires sitting, bending, stooping, walking. On occasion, incumbents may be required to lift 20 or more pounds.
Environmental:	Normal general office.
Mental:	Routinely requires the ability to interpret, analyze and perform critical thinking skills.

Approved: January 5, 2026.