

Project Analyst
San Diego Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=143704>

Downloaded On: Sep. 18, 2020 1:54pm

Posted Jul. 6, 2020, set to expire Oct. 30, 2020

Job Title	Project Analyst
Department	District Wide
Institution	San Diego Community College District San Diego, California
Date Posted	Jul. 6, 2020
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Administration - Other
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Job Description

Project Analyst

San Diego Community College District

Closing Date:

Position Number:

Location: District Wide

Position Type:

The Position:

Project Analyst San Diego Community College District

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This position reports to the office of the Vice President of Administrative Services.

Click

[url=https://apptrkr.com/get_redirect.php?id=1945473&targetURL=https://www.sdccd.edu/docs/HumanResources/Non-Classified%20Employees/Project%20Analyst.pdf]here for description

If you would like to open the link in a different tab or window, right click and select the option.

Major Responsibilities:

The position is responsible for confidential and high level analytical work.

Qualifications:

- * Provide Training on the PeopleSoft System as needed
- * Event planning skills a huge plus
- * Lead the process for the many areas with minimal supervision:

- * Interactive Map maintenance, updates, changes working with college constituents
- * College and community event planning and event management
- * Provide department specific training on data for use in integrated planning areas

- * Coordinate and implement website updates for all areas under the VPA
- * Interact with many district and other college departments including police, parking services, facilities, HR, and Fiscal Services.
- * Point person for complex and technical questions from Deans, Managers, and chairs on budget, safety, facilities, or other operational questions for their own departments.
- * Review questions, requests, and conflicts for facilities crews regarding campus events, projects, and provide direction / authorization on a daily basis.
- * Manage operational site improvement process under VPA direction
- * Close work with Accounting Supervisor for budget monitoring regarding site improvements, repairs, and special events.
- * Coordinate with stockroom and purchasing for inventory, requisitions, and receipts of supplies and equipment



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- * Assist with critical incidents related to facilities and safety issues.
- * Access and utilize nearly all college systems and collaborate across numerous departments to direct work related to: scheduling, safety, budget reports and analytics, space utilization, enrollment projects for VPA, all special projects for VPA, Campus maps and wayfinding, and Program Review (including training with data) in a lead role as a few examples.
- * Coordinate the MesaMoves campaign (sustainable transportation)

Desired Qualifications:

Licenses:

Pay Information:

Click

[url=https://www.sdccd.edu/docs/HumanResources/employee%20relations/Salary%20Schedules/2020%20NA for the hourly pay rate.

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All applicants must have demonstrated cultural competency and sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students and staff.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

District Wide

San Diego Community College District

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