



Turtle Mountain Community College

10145 BIA Road 7
P.O Box 340
Belcourt, ND 58316
Phone 701-477-7862
Fax 701-477-7892
www.tm.edu

Project Coordinator (Google Cybersecurity Clinics)

Position Title: Project Coordinator (Google Cybersecurity Clinics)
Contract Term: 12-month position (5 year grant)
Accountable To: IT Director
Salary: \$52,671 - \$57,185

Summary of Position: This position will provide administrative direction and organization for The Consortium of Cybersecurity Clinics Project. This involves monitoring project plans, schedules, budgets, expenditures, and ensuring that project deadlines are met in a timely manner.

JOB CHARACTERISTICS:

Personal Contacts: Requires frequent / daily contact with the public that will require skilled application of appropriate oral communication and human relation techniques.

Supervision Received: This position is supervised by the IT Director.

Essential Functions: Coordinate and oversee the implementation of projects related to the growth and development of cybersecurity clinics. Develop project timelines, track progress, and ensure deadlines are met.

PROGRAM COORDINATOR

- Monitoring project progress and creating project status reports for project manager.
- Documenting and following up on important actions and decisions from meetings.
- Preparing necessary presentation materials for meetings.
- Ensuring project deadlines are met.
- Providing administrative support as needed.
- Undertaking project tasks as required.
- Developing project strategies.
- Ensuring projects adhere to frameworks and all documentation is maintained appropriately for each project.
- Assess project risks and issues and provide solutions where applicable.
- Chair and facilitate meetings where appropriate and distribute minutes to all project team members.
- Work cooperatively with the Business Office to ensure fiscal integrity.
- Prepare reports as required for the college and funding agency.
- Participate in community events and workshops.
- Establish and monitor record keeping systems necessary to document the activities of the project and staff while maintaining confidentiality.
- Coordinate delivery of services with the college and target tribal entities.
- Review and approve all fiscal disbursement requests.

SERVICE

- Service on departmental, self-study or institutional committees.
- Participation in College sponsored activities such as recruiting students, graduation activities, and other planned activities and meetings.



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Project Coordinator (Google Cybersecurity Clinics)

- Coordination, advisement, and supervision of student activities, organizations and clubs directly related to the academic programs.
- Coordination, advisement, and supervision of student activities, organizations or clubs not directly related but supplemental to academic programs.
- Development, implementation and sharing of results of college and/or community service learning projects.
- Initiation and/or participation in civic engagement activities.
- Performs other position related duties as required.

EDUCATION AND EXPERIENCE:

Minimum Qualifications:

- Bachelor's degree in business administration, marketing, management, or related field of study.
- Exceptional verbal, written, and presentation skills.

Preferred Qualifications:

- Bachelor's Degree in Cybersecurity.
- Ability to work effectively both independently and as part of a team.
- Familiarity with and ability to operate or oversee the operation of computers, audio-visual equipment, other relevant technology and software.
- Ability to competently serve students from a variety of backgrounds, respecting cultural and socio-economic differences.
- Demonstrated commitment to professional development.

Written: 3/22

Revised: 6/22, 10/24