Amherst College
Office of Human Resources

JOB DESCRIPTION

Title: Workday Project Coordinator

Department: Workday Project (tbd) Reports to title: Director of Financial Systems & Projects

Full Time: x Part Time: __________ Date Prepared: 6/28/19

Job Group & Level: AO4 Regular Daily Work Schedule: 8:30 to 4:30

Pay Type: Weekly x Monthly______ Months Per Year: 12 Hours Per Week: 40____

(Summer Months) Months Per Year: _____ Hours Per Week:______

1. Summary of Position:

The position provides administrative support for the Workday Implementation Project Team, including the External Project Manager, Internal Project Manager and Change Management Lead, as well as the Engagement Manager from the external implementation consulting firm. The position will also support the implementation partner team when on-campus and providing testing of the systems as needed.

Takes appropriate actions to support a diverse workforce and participates in the College’s efforts to create a respectful, inclusive, and welcoming work environment.

This is a three-year term appointment.

2. Principal Duties and Responsibilities:

70% Administrative Support

- Create and maintain a master calendar
- Coordinate meetings, trainings, testings and logistics, as well as reserve locations
- Serve as the primary point of contact for the Workday project team communications internally and externally
- Take and distribute meeting minutes
- Prepare, organize and maintain project materials and documentation
- Gather, enter and track project data; run and disseminate reports, etc.
- Monitor project budget
- Process financial transactions including reimbursements and payments
- Provide additional administrative support as needed

25% Office Support

- Coordinate office logistics
- Order and maintain supplies and equipment
- Liaison with IT to coordinate resolution with technology issues

5% Performs other duties/functions as requested.

All employees are expected to participate in the College’s efforts to create a respectful, inclusive, and welcoming work environment.

3. **Internal-External Interaction/Communication:**

Interacts and communicates with employees across the college, as well as vendors, consultants, and team members.

4. **Education:** (include certifications and licenses)

   Required: Associate’s Degree or 7 years of related experience in lieu of a degree

   Preferred:

5. **Experience:** (List specific skills necessary to perform this job)

   Required:

   - 5 years of experience in an administrative position
   - Strong written and verbal communication, customer service, time management, organizational and attention to detail skills
   - Proficient in MS Office as well as experience working with database systems
   - Able to work some evenings as needed for project work
   - Commitment to working with a diverse community

   Preferred:

6. **Environmental and Physical Demands:** (Please describe the work environment and unusual physical demands, i.e. lifting requirements.)
Repetitive motions including hands, wrists and finger; lift, carry, push and pull up to 15 pounds; vision – normal concentration.

7. **Decision Making:**

Independently applies advanced skills to resolve complex problems. May modify processes to resolve situations/problems.

8. **Supervision Exercised/Received:**

Minimal supervision received by the supervisor. May supervise student workers and casuals to support the project as needed.

Supervisory Responsibility: Yes ________  No ________

Number of Employees Supervised: ___0_____
