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# Example of Temporary Project Coordinator Job Description

Our company is growing rapidly and is looking to fill the role of temporary project coordinator. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for temporary project coordinator

* Guide participants in acquiring identification cards, banking, public transportation
* Place participants with mentors
* Provide orientation of the University and Tucson
* Coordinate the development and implementation of appropriate project policies and procedures
* Process various forms for purchase of office supplies and education materials
* Process required forms for Participants
* Assist with travel arrangements and reimbursements
* Work with program and departmental staff to process necessary university forms and meet deadlines
* Work closely with Departmental Office and College Business Office staff
* Act as Community Liaison with Non-profit organizations for SUSI participants

## Qualifications for temporary project coordinator

* A degree, or a minimum of several Highers, or equivalent
* Ensure continuous project improvement process within the project
* Own and develop relationship with stakeholders
* Must have knowledge of technical equipment necessary to do space plans and generate/revise base plans and free-standing fixture plans
* Typically, 1-3 years of related marketing, conference event planning and/or project management experience required
* Ability to adapt quickly to changes and make sound decisions under tight timeframes and deadlines