



**RHODE ISLAND COLLEGE  
JOB DESCRIPTION**

Position classification: PSA  
Date created or revised: 9/12/2022  
Exempt/Non-Exempt Status: Exempt  
Responsible individual: No  
Campus Security Authority: No

Title: Coordinator, Capital Projects  
Status: Full-time, 35 hours per week  
Grade: 9  
Union Affiliation: PSA@RIC (Professional Staff Association)  
Reports To: Director of Capital Projects

**PRIMARY PURPOSE:**

Monitor project schedules and milestones including critical path activities.

**DESCRIPTION OF DUTIES AND RESPONSIBILITIES:**

Essential Job Functions:

- Establish and maintain capital project electronic and paper files including payrolls, lien waivers, submittal logs, change order logs, and pay requisitions.
- Monitor project submittals.
- Track requests for information (RFIs) and their responses.
- Track project contingency balances.
- Track change orders.
- Reconcile AIA contract documents to monthly applications for payment.
- Ensure compliance with certified payroll documents for union contracts.
- Track project close out for construction, compliance, and release of retainage.
- Coordinate with the Capital Project Team including but not limited to Project Manager, College Engineer, Purchasing Director, Accounting, Information Services, and the Office of the Vice President for Administration and Finance.
- Schedule meetings related to ARRA, Capital Projects, and Asset Protection projects.
- Process pay applications from vendors.
- Attend and develop meetings.

Occasional Job Functions:

Perform other duties and responsibilities as assigned by the Director of Capital Projects.

**REQUIRED QUALIFICATION STANDARDS:**

Education:

High School diploma.

Experience:

A minimum of five years of experience with related background (including construction administration).

Skills, Knowledge and Abilities:

- Ability to multi-task.
- Working knowledge of web-based enterprise application software.
- Working knowledge of vendor/contractor administrative requirements.
- Ability to meet deadlines.
- Good written and verbal communication skills.
- Proficiency with Microsoft Outlook, Microsoft Word, and Microsoft Excel.
- Familiarity with Microsoft Project.

**PREFERRED:**

- Bachelor's degree.
- Working knowledge of PeopleSoft for purchasing applications.

**ENVIRONMENTAL CONDITIONS:**

The employee is not exposed to known adverse environmental conditions.

**The College requires that all applicants and employees be able to perform the essential functions of the job and will explore reasonable accommodations for individuals with disabilities.**

*As an Affirmative Action/Equal Opportunity institution that values and is committed to inclusion and expanding the diversity of its faculty and staff, the College invites members of protected classes, including minorities and persons with disabilities, to identify themselves as such at the time of application.*