Grant Position Level Definitions
April 24, 2014

Project Assistant – This classification is used for positions responsible for performing administrative support duties, similar to the work of an Administrative Assistant. Three levels are distinguished based upon the scope of the work performed and expertise required.

Project Assistant I – This is a generic classification used for a position responsible for assisting with clerical and bookkeeping activities of a project, without providing any technical or field-specific assistance. It is a non-exempt position in a salary grade 20.

Project Assistant II – This is a generic classification used for a position responsible for performing clerical, bookkeeping, and analytical activities of a project, without providing any technical or field-specific assistance. It is a non-exempt position in a salary grade 18.

Project Assistant III – This is a generic classification used for a position responsible for coordinating advanced administrative, budgeting, analytical activities, and planning and evaluating project objectives and goals, without providing any technical or field-specific assistance. It is a non-exempt position in a salary grade 16.

Project Coordinator – This is a generic classification used for a position responsible for coordinating the financial, operational, and business activities of a project, without providing any technical or field-specific assistance. It is an exempt position in a salary grade 9.

Associate Project Director – This is a specific classification created when a new position is awarded by a grant. This classification is used for a position responsible for assisting in directing project activities, including providing technical or field-specific assistance. Officially, the classification will be ungraded to allow for competitiveness with market. However, unless justified, the position will be in a salary grade 7.

Project Director - This is a specific classification created when a new position is awarded by a grant. This classification is used for a position responsible for overseeing the operations of a project. An incumbent in this position should be considered an expert in the field. The classification will be ungraded to allow for competitiveness with market.

**Note that HR should review the general duties of the position before any of these title(s) are used in a proposal. Any other unique or specialist position created by a grant will have a specific classification created when the new position is awarded by a grant.