

Student Work Role: AI Project Coordinator

Position Title: AI Project Coordinator

Department: AI Impact Center, Office of Digital Initiatives

Location: William Penn University

Position Type: Student Work Position

Hours: 8-10 hours per week

Position Overview

The AI Impact Center at William Penn University is seeking an organized, proactive, and detail-oriented student to join the team as an **AI Project Coordinator**. This position provides a unique opportunity to develop leadership, project management, and collaboration skills while working on innovative AI-driven projects with faculty, students, and business partners.

Responsibilities

- Coordinate and oversee multiple AI-related projects under the supervision of faculty advisors.
 - Act as the primary point of contact for project teams, ensuring effective communication among students, faculty, and external partners.
 - Assist in defining project goals, deliverables, and timelines.
 - Track project progress and ensure milestones and deadlines are met.
 - Schedule and facilitate project meetings, documenting minutes, task assignments, and follow-up items.
 - Support the creation of project reports, summaries, and presentations for stakeholders.
 - Identify challenges or delays within projects and escalate issues as needed.
 - Help manage and allocate project resources, including access to tools and technologies.
 - Provide organizational support to ensure projects align with the goals of the AI Impact Center.
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Skills and Qualifications

- Strong organizational and time management skills.
 - Excellent communication and interpersonal abilities.
 - Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and Google Workspace.
 - Ability to coordinate tasks and manage multiple projects simultaneously.
 - Strong problem-solving skills and attention to detail.
 - Familiarity with project management tools (e.g., Trello, Asana, or JIRA) is a plus.
 - Interest in artificial intelligence, technology, and teamwork.
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Benefits of the Role

- Gain hands-on experience in project coordination and leadership.
 - Develop professional communication and organizational skills.
 - Build a strong understanding of AI-driven project workflows and tools.
 - Collaborate with faculty, students, and external business partners.
 - Add tangible, real-world project management experience to your resume.
 - Play a key role in impactful projects that benefit businesses and the university.
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Eligibility Requirements

- Must be a currently enrolled student at William Penn University.
 - Ability to commit 8-10 hours per week.
 - Strong interest in project management and teamwork.
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Application Instructions

To apply, please submit the following:

1. **Resume:** Highlighting your relevant skills, leadership experience, and education.
2. **Cover Letter:** A brief letter describing your interest in the position, your organizational skills, and how you can contribute to the AI Impact Center.
3. **Availability:** Provide a schedule of your available hours for the semester.

Submit your application to: swordj@wmpenn.edu

Contact Information

For questions or more information, please contact:

Javin Sword

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