CLASSIFICATION SUMMARY
THE GEORGE WASHINGTON UNIVERSITY

Title: Project Assistant, Real Estate Planning & Development

FLSA: Exempt
Code: 08ZB
Grade: 15

BASIC FUNCTION AND RESPONSIBILITIES

To assist in the execution and coordination of research, analytical, and operational activities required to support the start-up and completion of projects within the Executive Vice President & Treasurer’s and for the Real Estate Planning and Development Team.

ENTRY LEVEL QUALIFICATIONS

A Bachelor’s degree, or an equivalent combination of education, training, and experience is necessary.

A minimum of one year of experience involving management of projects, research and analysis is necessary.

Proficiency with preparing and presenting written and verbal reports, to include developing spreadsheets and other information through the use of current software products is necessary.

Proven ability to meet time-sensitive deadlines is necessary.

Experience in the field of real estate development is preferred.

The George Washington University is an Equal Opportunity/Affirmative Action Employer.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.