|  |  |  |  |
| --- | --- | --- | --- |
| Date of Issue | June 2024 | CBU | UMPSA |
| Position No. | 00023575 | Job Family | 01 |
| Department | SITSPPL | FLSA | Exempt |
| Campus | University Services | Wage Grade | 05 |

# Primary Purpose of Position

This is professional services work in overseeing medium- to high-risk information technology projects. Work involves overseeing projects to completion and entails coordinating and supervising the work of internal and external team members. Responsibilities encompass all stages of the project management life cycle including assembling and directing the project team, developing the project plan and schedule, managing project resources, and ensuring overall project success.

# Essential Duties

* Leads the activities of a multidisciplinary team of information technology personnel, business specialists, and outside vendors to accomplish project goals and objectives within schedule, budget, and other project performance measurements.
* Works with project stakeholders to document project scope, goals and objectives, roles and responsibilities, preliminary effort, cost and schedule estimates, major milestones, and risk management plan.
* Manages the project work plan, scope, communications, risk, issues, documents, quality, and other project plans to meet project goals.
* Works in accordance with generally accepted project management standards and project management best practices to ensure project success.
* Inputs and maintains project data, schedules, budget, and resource information for a major project to ensure timely access and reporting throughout the UMS.
* Facilitates communication with the project team, vendors, executive sponsors, and other stakeholders to discuss ongoing project issues, resolve problems, and build expectations.

**Supervisory Responsibilities**

None.

**Reporting Relationship**

Reports to the Manager, IT Project Management Office.

**Knowledge, Skills, and Abilities**

**Required:**

* Knowledge of the various types of contracts, techniques for procurement, and contract negotiation and administration.
* Knowledge of project management principles, methods, and tools.
* Knowledge of methods and tools used for risk assessment and risk mitigation.
* Knowledge of the principles and methods for planning or managing the implementation, update, or integration of information systems components.
* Ability to develop and sustain effective working relationships.
* Ability to develop, coordinate, and manage projects and resources including monitoring and inspecting cost, work, and contractor performance.
* Ability to organize work set priorities and determine resource requirements.
* Ability to establish and achieve short and long-term goals and strategies.
* Ability to coordinate with other organizations to accomplish goals, monitor progress, and evaluate outcomes.
* Ability to develop and instill project management best practices throughout the community.
* Ability to effectively lead, inspire, and guide others toward goal accomplishment.
* Ability to identify problems, determine the accuracy and relevance of information, and apply sound judgment to generate and evaluate alternatives and make recommendations.
* Excellent verbal and written communication skills, including expression of facts and ideas, interpretation of information, and the ability to make clear and convincing presentations.
* Ability to scope projects, interact with people at all levels and across the entire organization, and hold others accountable for deliverables.

**Qualifications**

**Required:**

* Bachelor’s degree (or equivalent) and three years of recent experience supporting project management activities, including working on an information technology implementation.
* Experience implementing enterprise-level cloud projects.
* Demonstrated ability to effectively lead, inspire, and guide others toward goal accomplishment.
* Demonstrated ability to develop and sustain effective working relationships and identify problems.
* Ability to determine the accuracy and relevance of information.
* Ability to apply sound judgment to generate and evaluate alternatives and make recommendations.
* Demonstrated proficiency in the use of project management tools.

**Preferred:**

* Experience in application implementation in a higher education or comparable environment.
* Experience implementing enterprise-level cloud projects.
* PMP certification or demonstrated progress towards PMP certification.

**Note: University Services reserves the right to assign reasonably related additional duties and to change or reassign job duties.**

**Signatures**

The signatures indicate the employee and immediate supervisor have reviewed the job description and had the opportunity to edit the document.

Employee: Date:

Immediate Supervisor: Date: