**Project Manager**

**Adult Credential and Degree Completion initiative**

**Fixed length, Full time position**: .60 FTE (All Learning Counts) Lumina Foundation Grant Funded (September 2019-December 2021) and .40 FTE (Adult Degree Completion); Location: Preferred: Orono or Augusta but can discuss other locations

1. **Primary Purpose of the Position**

The University of Maine System’s Adult Credential and Degree Completion (ACDC) initiative encompasses several components requiring project management skills and background. This position will be dedicated to providing project management and coordination required for the internal, UMS focused ACDC work as well as that needed for the All Learning Counts grant. The Project Manager will work with the Associate Vice Chancellor for Student Success and Credential Attainment and the Assistant Vice Chancellor for Innovation in Digital Badging and Microcredentials in the following ways:

* Coordinating the development of a comprehensive web site/resource hub for use by potential learners and internal and external stakeholders, including campus Navigators;
* Working collaboratively with campus and external partners in the development of appropriate professional development opportunities for staff and faculty;
* Serve as a liaison to campus based navigators/coaches and work with ADC leadership in the identification and training of UMS navigators/coaches;
* Working with the All-Learning Counts-Maine statewide leadership team in managing and aiding in the implementation of grant components and related goals including but not limited to:
  + Coordinating meetings of the leadership team and associated constituents (higher education, state agencies, employers, etc.);
  + Conducting a review of existing credentials and adjust/create new pathways and relate to the needs for credentials within high demand jobs;
  + Identifying appropriate learning assessment services
  + Working with pilots to reach identified sub-populations.

1. **Essential Duties**

The project manager will work with the UMS and ALC-Maine Leadership teams and other stakeholders, as appropriate on the following tasks:

**Overarching responsibilities**:

1. Leads the activities of a multi-campus and organizational team comprised of internal and external stakeholders across higher education, state departments, non-profit organizations and the employer community in order to accomplish project goals and objectives;
2. Work with all partners to track and document project objectives, identify best practice policy and practice for inclusion, and evaluate and assess project progress;
3. Manages the project work plan, scope, issues, documents, data compilation and other project plans in order to meet project goals;

**Specific to UMS Adult Credential and Degree Attainment initiative:**

1. Coordinate the development of a comprehensive web site/resource hub for use by potential learners and internal and external stakeholders, including campus Navigators. This website will promote all initiatives connected to adult credential and degree completion, including those of the ALC grant;
2. Work collaboratively with campus and external partners in the development of appropriate professional development opportunities for staff and faculty, including those opportunities associated with ALC-Maine;
3. Serve as a liaison to campus based navigators/coaches and work with ADC leadership in the identification and training of UMS navigators/coaches;

**Specific to the ALC-Maine Grant:**

1. Understand all aspects of the grant and its goals (e.g., partner roles, responsibilities, pilot projects etc.). Learn about other related state initiatives such as MaineSpark and Adult Promise.
2. Coordinate the logistics of meetings and pilot management for the working groups and Employer Advisory Committee. Organize and manage the leadership team/stakeholder tasks, documents, meetings, and budget allocations using effective project management tools. The Project Manager will develop and/or edit documents, reports, and materials as needed, including the creation of a partner organizational chart.
3. Coordinate research efforts to assess partner organizations’ Internal policies/procedures on accepting learning and credentials from non-institutional sources. Aid in the process of identifying gaps, priorities, as well as policy and procedural changes. Help to establish an Employer Advisory Board and associated procedures and administration. Coordinate the employer survey.
4. Aid the leadership team in establishing relevant common language, definitions, global

standards, and platform use and protocols by organizing/writing documents. Aid the

leadership team on their work with Credential Engine/Registry and other initiatives as needed.

11. Coordinate/Manage an Inventory of the available credentials and pathways across partners and review them against the definition of a credential of value. Research and organize industry data to identify gaps between existing credentials of value and high demand credentials of value.

12. Coordinate efforts to establish and align a statewide database system for credentials of value.

13. Manage and organize laddering and stacking pathways content and documents. Aid the Leadership team in organizing process documents, establishing alignment, and developing best practices (e.g., process for adding new pathways, protocols and procedures).

14. Aid in organizing and managing the assessment process. Research and identify the best practices for maximizing credit allocation process for students as well as credit for non-institutional learning. Develop a procedure to track implementation and begin tracking. Work with the Evaluator toorganize and implement a performance monitoring plan for continuous quality improvement. Track progress and quarterly report (e.g., quarterly). Keep track of learning outcomes and numbers of earners. Write reports as needed. Aid in Lumina Foundation’s evaluation as needed.

15. Help to organize information on the barriers for people of color to receive credentials of value and aid in assessing partner abilities to work with the four selected populations of focus. Work with the leadership team/subcommittees to coordinate the pilots and aid in the reporting process.

**16.** Manage the development and implementation of the communication plan on credentialing.

**17.** Work with the Employer Advisory Committee to manage the development and implementation of the employer outreach plan. Track the number of employers reached.

**18.** Other duties as assigned.

1. **Non-Essential Duties**
2. Participate as required in regional and national conferences/meetings regarding issues associated with adult credential and degree completion;
3. Participate and represent the Associate or Assistant Vice Chancellors as necessary in statewide initiatives related to adult credential and degree attainment
4. ***Budget Responsibility***
5. *Aid in the oversight of the ALC-Maine budget*
6. ***Reporting Relationship***
7. *Reports to the Associate Vice Chancellor for Student Success and Credential Attainment and the Assistant Vice Chancellor for Innovation in Digital Badging and Microcredentials*
8. ***Supervisory Responsibilities***

*None*

1. ***Coordinates with:***
2. *All Adult Credential and Degree Completion staff, System staff including Deans, department heads, enrollment management officials, marketing liaisons, lead advising and student success professionals, campus adult navigators, student service functional leaders, ALC-Maine leadership team and associated constituents, and others as appropriate.*
3. ***Knowledge, Skills, Abilities:***

*Required*

1. *Minimum of three years in direct work experience and extensive knowledge of project management practices*
2. *Demonstrated, proven track record of managing complex projects to meet expectations/goals, including the ability to manage budgets, meeting logistics and administration/project implementation .*
3. *Strong attention to detail and commitment to quality*
4. *Experience developing and implementing work plans and procedures*
5. *Computer proficiency in word processing, data management and spreadsheets.*
6. *Demonstrated and applicable experience working with project management software and other technologies to support project planning and communication*
7. *Strong leadership, organizational and collaboration skills with the ability to effectively manage a broad range of stakeholders*
8. *Demonstrated successes developing and working in a diverse, collaborative, project-based teams involving content experts, expert consultants and technology developers*
9. *Effective facilitation and communication skills, both oral and written*
10. *Ability to work independently with minimal supervision and to meet deadlines*
11. *Solutions-oriented, creative problem solver*
12. *Ability to work on multiple projects concurrently under pressure of rigid deadlines and time limitations.*
13. *Knowledge of assessment and evaluation practices, including a strong ability to analyze data and process, organize, and synthesize new information*
14. *Ability to effectively design and edit documents, reports, and other deliverables*
15. *Demonstrated ability to support diverse perspectives and cultures, and a commitment to fostering a collaborative, inclusive environment*

*Preferred*

1. *Experience in planning and implementation within higher education and/or the State of Maine*
2. *Ability to travel*

***Qualifications***

*Required*

1. *3-5 years of related experience, or equivalent education/work experience*
2. *Bachelors Degree*

*Preferred*

1. *Project Management certification (PMP)*
2. *Lead Project Manager experience*
3. *Experience working with underserved populations*
4. *Working knowledge of current trends in project* management