

Xavier University - PROJECT MANAGER

Xavier University is seeking applications for the position of Project Manager in the Office of Strategic Information Resources (OSIR). OSIR is within the Division of Information Resources (IR) and serves the Xavier University campus and its mission by providing external and internal institutional analysis and through continuous improvement of the effectiveness of the resources invested in Information Resources through best practice portfolio and project management methodologies. To accomplish this objective, OSIR has two areas of focus. The OSIR-Institutional Research unit provides direct support to the Xavier executive leadership team and functional areas alike and manages the coordination and support of external institutional reporting initiatives. The OSIR-Projects and Planning unit serves as a central portfolio and project management resource for the effective and efficient management of IR projects on the Xavier University campus.

The Project Manager position will be included in the OSIR-Projects and Planning unit. Project Managers in the OSIR-Projects and Planning unit are responsible for maximizing the benefits of IT investment while minimizing the risk for the campus. The OSIR-Projects and Planning unit demonstrates and educates on the use of industry standards for effectively managing information technology projects.

The Project Manager position involves managing the outcomes of specific IR projects with a defined beginning and end, manages the development and implementation process involving departmental or cross-functional teams, plans, coordinates and monitors schedules, budgets, staff and deliverables, monitors the project from initiation through delivery and organizes the interdepartmental activities ensuring completion of the project on schedule, within budget constraints and to meet the success metrics.

The Project Manager is a technical leader with a high degree of knowledge in the overall field of project management and business process analysis, and recognized expertise in specific areas; problem-solving frequently requires analysis of unique issues/problems without precedent and/or structure. May manage programs that include formulating strategies and administering policies, processes, and resources; functions with a high degree of autonomy.

Responsibilities include performing traditional project management functions including, but not limited to: support the coordination and completion of assigned projects; contribute to the development and maintenance of a project portfolio and use of the PPM to manage IR investment on campus; contribute to the development of project management standards in methodology and tools for the campus; set deadlines, assign responsibilities and monitor project progress; build and maintain working relationships with stakeholders, cross-functional team members, vendors, and other departments involved in assigned projects; prepare various reports, policy papers, briefing materials, presentations and recommendations for upper management review and decision; identify project resource needs; manage day-to-day operational aspects of project and scope; lead the development of deliverables and other work products prepared by the team before submitting to the client; identify and document business requirements; monitor changes in business requirements and/or project scope and keep management informed; create and execute dynamic project work plans revising as appropriate to meet changing needs and requirements; identify risks and develop mitigation strategies escalating when appropriate; perform cost and resource analysis and develop recommendations for project leadership; ensure project related documents are complete, current, and stored appropriately; and support project leadership and teams during requirements analysis and testing phases of projects.

Qualifications: bachelor's degree and 3 years experience managing information technology-related projects or an equivalent combination of education and experience; experience with software implementation projects; experience working with portfolio and project management software; and knowledge of ERP process re-engineering initiatives (SunGard Banner).

Preferred Qualifications: 5+ years' experience managing information technology-related projects; PMP or Certified Project Manager certification; and higher education experience.

To ensure consideration, application material must be submitted by Friday, November 4, 2011. Interested/qualified applicants must submit a cover letter, resume, and names and phone numbers of three professional references to: Ms. Connie Perme, Xavier University, Human Resources, 3800 Victory Parkway, Cincinnati, OH 45207-5400 or email hr@xavier.edu.