

# SAINT MARY'S UNIVERSITY

## Position Description

### **TITLE: Project Manager (24 Month Contract)**

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| Dept and/or Faculty | EIT                                     |
| Position Number:    | 103173                                  |
| Salary Scale:       | \$55,000 – 65,000 + 4% in lieu vacation |

#### **Summary of Duties**

Under the direction of the Manager, Planning and Projects, the Project Manager, is a resident specialist in project planning and delivery within the Project Management Group (PMG). This position possesses advanced project and change management skills specific to the implementation and support of Information Technology (IT) projects at the University, specific to the Enterprise Resource Planning Systems (ERPS) Portfolio. The Project Manager is responsible for all aspects of the development and implementation of assigned projects within the ERPS Portfolio and provides single point of contact for those projects sponsors and sitting committees. The Project Manager, as a member of the PMG, is also involved in assisting various groups across campus select applications to help facilitate their business operations. This position involves researching into available tools, the RFP process and scoring vendor responses to ultimately select and purchase an application or system. The Project Manager provides mentoring and support to projects across the University, helping community members adopt the project methodologies and applications supported within the group.

#### **Duties of the Project Manager include, but are not limited to:**

- Participates in the six phases of Project Management: Initiation, Assessment, Planning, Development, Execution and Closure.
- In the “Delivery” phase, oversees the creation of a number of key documents, including the Project Charter, Solution Design, Project Plan, Training Plan and Communication Plan.
- Maintains the Project Plan, Risk Register and produces Status Reports for the Project Sponsor and governance committees.
- Executes the Implementation Plan, the Operation Support Plan and receives formal Project Acceptance.
- Responsible for a single project or many projects depending on the size and complexity of each.
- Responsible for supporting the selection and implementation of all project requirements and artifacts, related to scope, schedule, cost, resourcing, risk, change management and quality management.
- Proactively engages in coaching and mentoring of team members to help staff reach the optimal level of performance and foster a working environment open to new ideas and innovative solutions.
- Assists in training managers and staff on current and future project management methodologies and applications that exist in the delivery of projects at the University, either ad-hoc or through the development of training material where required.
- Assists with the development, review and selection of products identified through the University’s Request for Proposal (RFP) process.
- Assists departments in the development of their RFP’s, while also ensuring that the operational considerations of ITSS, in terms of security, architecture and resources, are articulated as part of the product/vendor selection.
- Other duties as required

#### **Qualifications**

To be the successful Project Manager you will possess an undergraduate degree in IT or Business/Commerce and a minimum of three (3) to five (5) years of directly related experience. In addition to excellent interpersonal and communication skills you have proven knowledge and experience in using Word, Excel, PowerPoint, project management software (e.g. TeamDynamix). The desire and ability to keep abreast on trends and changes and learn new technology is required. The successful candidate will have experience managing operational and project budgets, strong organizational skills and the ability to work in a fast-paced, team-oriented environment. Demonstrated ability in leading teams of project staff in

business processing, IT and/or Project office environment, strong attention to detail and accuracy in developing projects, practical knowledge of project management methodologies, and experience in customer relationship management and customer service will round out your skill set as the successful candidate. Project Management Professional (PMP) designation would be considered an asset. Must be able to work evenings and weekends as required.