

Auxiliary Services Content and Project Manager
The University of St. Thomas

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Posted Jul. 24, 2019, set to expire Nov. 23, 2019

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| Job Title | Auxiliary Services Content and Project Manager |
| Department | |
| Institution | The University of St. Thomas St. Paul, Minnesota |
| Date Posted | Jul. 24, 2019 |
| Application Deadline | Open until filled |
| Position Start Date | Available immediately |
| Job Categories | Professional Staff |
| Academic Field(s) | Information Technology Communications/Public Relations |
| Apply Online Here | https://staffemployment-stthomas.icims.com/jobs/4217/auxiliary-services-content-and-project-manager/job?in_iframe=1 |

Apply By Email

Job Description

The University of St. Thomas invites qualified candidates to apply for a Content and Project Manager position within the Auxiliary Services Department.

The University of St. Thomas embraces diversity, inclusion, and equal opportunity for all. Our convictions of dignity, diversity and personal attention call us to embody and champion a diverse, equitable and inclusive environment. We welcome applicants of diverse races, ethnicities, geographic origins, gender identities, ages, socioeconomic backgrounds, sexual orientations, religions, work experience, physical and intellectual abilities, and financial means. We are committed to building a team that represents a variety of backgrounds, perspectives, and skills. This commitment is consistent

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with our mission to inspire our students, using the Catholic intellectual tradition, to think critically, work skillfully, and act wisely – all for the common good. A successful candidate will possess a commitment to the ideals of this mission.

JOIN OUR COMMUNITY

The University of St. Thomas offers a competitive and comprehensive benefits program, which includes:

- Up to 100% tuition remission for employees, spouses, and dependents upon eligibility
- A generous Employer retirement contribution of 9.4% of annual salary upon eligibility
- Medical, dental, and vision options
- Employer-paid disability, life, and AD&D benefits

JOB SUMMARY

The Auxiliary Services Content and Project Manager is responsible for planning, leading, organizing, and motivating traditional and agile project teams through the project lifecycle, driving to completion. This position will simultaneously manage and deliver multiple large projects per agreed upon scope, schedule, budget, and objectives and is responsible for collaborating and facilitating communication with the project team, vendors, project stakeholders. While this position will report to Auxiliary Services, it will serve as a liaison and collaborate heavily with St. Thomas's central IT department.

This position is responsible for the overall lifecycle management of Auxiliary content management tools and systems, including planning enterprise upgrades and feature releases in collaboration with IT operations counterparts and reporting on tool(s) performance. This role also collects, synthesizes, tracks and manages the on-going needs and feedback from the stakeholder community, and plays a leadership role in outreach to a wide range of user communities related to the tool(s).

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ESSENTIAL FUNCTIONS

1. Serve as the product and/or application owner for one or more content management platforms by performing the following (current platforms include CBORD and others):

Protect the integrity of the system by advocating and monitoring for appropriate use related to a specific solution.

Communicate with business units on a regular basis through stakeholder and/or user group activities to understand evolving business process needs. Provide thought leadership and education regarding ways to maximize use of the technology for the university. Daily program management throughout the program life cycle;

Defining the program governance (controls);

Managing risks and issues and taking corrective action;

Managing the main program documentations such as the program initiation document.

Managing Change Management process in collaboration relevant parties

Cultivate an awareness of industry trends to identify potential improvements to the project and program management process. Analyze processes for improvement opportunities.

2. Business Analysis/Process Improvement:

Define and develop a business analysis model that supports Auxiliary needs

Use agreed upon business systems analysis processes to produce appropriate deliverables and outcomes.

Understand organization's direction, structure, and requirements

Prepare requirements, specifications, business processes and recommendations

Help Auxiliary find ways to utilize their existing systems more effectively

Suggest areas for improvement in internal processes along with possible solutions

Conduct marketplace reviews/research regarding vendor, software or solution types

Collaborate with ITS to create Requests for Proposal (RFP) based on documented requirements

Collaborate with others on and outside the team

3. Lead project implementation services by performing the following:

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Consulting with stakeholders to identify testing requirements, implementation, communication and launch plans by working with clients, subject experts and users throughout a work engagement. Evaluating solution success post-implementation to identify areas for learning and future improvement. Plan, lead, and organize traditional and agile project teams on multiple projects.

Project Initiation/Planning: Lead project scoping, complete requirements documentation, plan and facilitate project kickoff, complete project schedule, collaborate with resource managers to perform resource planning, develop communication plan, communicate plans to campus stakeholders and to the campus community when appropriate.

Project Execution/Control: Monitor project execution, including vendor deliverables and provide status reporting on project progress. Prioritize and address new or unresolved issues, risks and proposed changes. Escalate as appropriate. Coordinate with internal and external stakeholders and manage project risk and issues. Communicate status and action information as part of the project communication plan, and informally as the needs of the project necessitate. Assure consistent application of the ITS project management methodology.

Project Closeout: Complete detailed post project review and identify changes to improve overall project delivery. Communicate results.

4. Other duties as assigned.

QUALIFICATIONS

Minimum Qualifications

BA/BS with an emphasis in Information Technology, Communications, English, Software Development, Management or related field.

Three (3) years of related work experience to include managing multiple, large-scale projects that encompass diverse business and technology areas.

An equivalent combination of education and experience from which comparable knowledge and skills have been acquired may be substituted.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact



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