IT Project Coordinator
LSU Agricultural Center

Job Title	IT Project Coordinator
Department	East Baton Rouge Parish
	https://www.lsuagcenter.com/
Institution	LSU Agricultural Center
	Baton Rouge , Louisiana
Date Posted	Jul. 1, 2024
Application Deadline	Jul. 15, 2024
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Information Technology
Apply Online Here	https://lsu.wd1.myworkdayjobs.com/LSU/job/S-Knapp-Hall/IT-Project-Coordinator_R00092387-1
Apply By Email	
Job Description	

POSITION VACANCY ANNOUNCEMENT

Work Location: Knapp Hall, LSU Campus, Baton Rouge, LA. Remote work possible.

Position Description: We are seeking a highly skilled and experienced IT Project Coordinator to join our dynamic Information Technology Application Development team. The ideal candidate will have a proven track record in managing software development projects, with a strong understanding of programming languages, development methodologies, and IT project management practices. The IT Project Coordinator will be responsible for overseeing all aspects of project planning, execution, and

delivery, ensuring alignment with organizational goals and objectives for the Application Development and Data Services segment of AgCenter Information Technology.

Responsibilities:

1. Project Planning and Execution:

Work with the assistant director to define project scope, objectives, and deliverables in collaboration with stakeholders.

Develop detailed project plans, schedules, and resource allocations.

Monitor project progress, track milestones, and manage changes as needed to ensure successful project completion.

2. Team Coordination and Management:

Work with the assistant director to coordinate and motivate a team of developers, and technical experts.

Assign tasks, provide direction, and facilitate collaboration among team members.

Foster a positive team culture focused on innovation, collaboration, and continuous improvement.

3. Stakeholder Communication and Engagement:

Serve as the primary point of contact for project stakeholders, providing regular updates on project status, progress, and issues.

Facilitate effective communication among project team members, stakeholders, and other relevant parties.

Manage stakeholder expectations and ensure alignment with project objectives and priorities.

4. Risk Management and Mitigation:

Identify potential risks and issues that may impact project success.

Develop risk management plans and mitigation strategies to address identified risks.

Proactively monitor project risks and implement appropriate measures to minimize their impact.

5. Quality Assurance and Control:

Establish quality standards and guidelines for programming and development activities.

Conduct regular quality reviews, testing, and validation to ensure adherence to standards and specifications.

Consult with the assistant director to implement corrective actions as needed to address quality issues and deliver high-quality solutions.

6. Budgeting and Financial Management:

Develop and manage project budgets, tracking expenditures and ensuring cost- effectiveness.

Monitor financial performance against budgetary targets and implement cost- saving measures where applicable.

Provide regular financial reports and updates to project sponsors and stakeholders.

7. Documentation and Reporting:

Maintain comprehensive project documentation, including plans, schedules, status reports, and meeting minutes.

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Generate regular progress reports and presentations for project sponsors, steering committees, and other stakeholders.

Ensure documentation is accurate, up-to-date, and accessible to relevant parties.

Minimum Qualifications:

Bachelor's degree.

Excellent leadership, communication, and interpersonal skills.

Solid analytical and problem-solving abilities.

Experience with project management tools and software (e.g., Microsoft Project, Jira, Trello).

Knowledge of software engineering best practices and standards (e.g., code quality, testing, documentation, etc.).

Ability to manage multiple projects simultaneously and deliver high-quality results within deadlines and budget.

Desired Qualifications:

Bachelor's degree in computer science, information systems, or related field.

Project management certification (e.g., PMP, PRINCE2).

ITIL Foundation certification.

Strong understanding of programming languages, development methodologies, and software engineering principles.

Proven experience (5+ years) in project management, specifically in Information Technology programming or software development projects.

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Experience working in a higher education or research environment.

Salary and Benefits: Salary will be commensurate with education and experience. The LSU AgCenter has an attractive benefits package with a wide variety of benefit options. Current benefits offered include retirement, multiple medical insurance options, supplemental insurances (dental, life, long-term disability, accident, vision, long-term care, etc.), Tax Saver Flexible Benefits Plan (saves tax dollars on some child care and medical expenses), university holidays (14 per year, typically includes a week off at Christmas), generous annual (vacation) and sick leave benefits, Employee Assistance Program, and possible educational leave and tuition exemption for coursework at campuses of the LSU System. Specific benefits depend on job category, percent effort and length of employment.

Application Deadline: July 15, 2024, or until a suitable candidate is identified.

Application Procedure: Apply online at https://lsu.wd1.myworkdayjobs.com/LSU (or through Workday for internal applicants) by attaching files containing a letter of application, curriculum vita, official university transcripts, and three letters of reference. Paper, faxed or e-mailed application materials will not be accepted, except that in lieu of attaching the reference letters online, they may be sent directly to:

IT Application Development & Data Services Search Committee
LSU AgCenter Information Technology
241 Knapp Hall
Baton Rouge, LA 70803
Email : AppDevJobs@agcenter.lsu.edu
Website : www.lsuagcenter.com

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The LSU Agricultural Center is a statewide campus of the LSU System and provides equal opportunities in programs and employment. An Equal Opportunity Employer.

Contact Information

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

Contact

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