

Senior Construction Project Manager Alcorn State University

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Posted Nov. 14, 2024, set to expire May 10, 2025

Job Title	Senior Construction Project Manager
Department	Facilities Management
Institution	Alcorn State University Lorman, Mississippi
Date Posted	Nov. 14, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Facilities/Maintenance/Transportation
Job Website	https://jobopps.alcorn.edu/postings/7396

Apply By Email

Job Description

The incumbent is responsible for the overall management of assigned construction projects from start to finish. He/she coordinates the effective operation and timely execution of project goals, applying sound management principles and best practices.

Knowledge Skills and Abilities

- Knowledge of construction project management best practices, rules, and regulations
- Knowledge of Mississippi procurement and purchasing laws and regulations
- Excellent supervisory skills
- Excellent organizational skills
- Effective platform presentation and training delivery skills.
- Skilled at supervising construction projects effectively
- Good communication skills, verbal, written, and interpersonal

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- Ability to evaluate program data, extract insightful knowledge, and convert knowledge into sound managerial decisions
- Ability to operate both independently and cooperatively in a team.
- Ability to develop and manage a budget, oversee, and allocate fiscal resources.

Essential Job Functions

- Review plans, specifications, and other technical documents
- Conducts needs assessments and determine research methodology
- Review submittals of drawings and samples
- Ensure that tests and inspections are performed and documented correctly
- Meet with architects and engineers to provide direction and interpret policy.
- Develops and implements comprehensive project plans, monitors progress, and utilizes project management tools to ensure successful completion.
- Keep records of project budgets, monitor expenditures and the allocation of resources to ensure financial stability and optimize utilization.
- Evaluates projects, including gathering data, analyzing it, and making determinations as to success and efficiency.
- Serves as team lead on projects.
- Prioritize tasks and execute them independently, while still respecting details.

Qualifications

Three (3) years' experience managing large-scale, team-focused projects involving people. Practical experience using project management software, data analytics, and program assessment tools.

Contact Information

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

Contact