IT Project Manager
University at Buffalo, The State University of New York

Job Title	IT Project Manager
Department	IT Portfolio Management
Institution	University at Buffalo, The State University of New York
	Buffalo, New York
Date Posted	Nov. 15, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Information Technology
Job Website	https://www.ubjobs.buffalo.edu/postings/54147
Apply By Email	
Job Description	

Position Summary

The University at Buffalo's **IT Portfolio Management** unit seeks a dynamic IT professional with project management experience for the position of IT Project Manager. As the IT Project Manager you will showcase your leadership and organizational skills within UB's Strategic Portfolio Management team while managing top IT projects and coordinating one or more portfolios of projects for university business units.

Responsibilities of this role:

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- Develop and Execute Project Plans
- Develop Collaborative Partnerships
- Act as Liaison with Internal and External Vendors and Stakeholders
- Scheduling and Timeline Management
- Risk Management and Mitigation
- Project Scope Management
- Performance Monitoring and Reporting

Additional Information:

1. It is a great time to join **UB Information Technology (UBIT)**! Our staff are highly skilled and motivated to succeed and have cutting-edge training and technical resources at their disposal. For more information about UBIT visit our **website**. All the duties & responsibilities listed above continue to occur in a 24×7 environment, therefore, working extended hours, holidays, or varied hours may be required.
2. Learn about our **benefits**, where we prioritize your well-being and success to enhance every aspect of your life.
3. Learn more about what it looks like to be a part of the **University at Buffalo community.**

University at Buffalo is an affirmative action/equal opportunity employer and, in keeping with our commitment, welcomes all to apply including veterans and individuals with disabilities.

#technologyjobs

Minimum Qualifications

- Bachelor's degree with 3 years of experience in Project Management OR master's degree with 1 year of experience in Project Management.
- PMP Certification or Certified ScrumMaster (CSM) or equivalent certification
- Experience in working on and leading collaborative teams of cross functional individuals
- Experience in managing scope, risks, timelines, and other project functions to deliver high profile, complex IT projects
- Experience with a project management software tool
- Applicants must be authorized to work in the United States on a full-time basis. We are unable to sponsor or take over sponsorship of an employment Visa at this time

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Preferred Qualifications

- Masters degree preferred
- Experience with more than one project management software tool (for example: TeamDynamix, Microsoft Project, Trello, Microsoft Teams, etc.)
- Experience working in a higher education environment
- 6+ years of project management experience of large-scale, complex IT projects
- Proven track record of managing multiple projects simultaneously, delivering on time and within budget
- Knowledge of IT terminology including networking, applications, systems, and other technical areas.
- Expertise in multiple forms of project management including Agile, Waterfall, or hybrid project management methodologies

Physical Demands

Constantly operates a computer and other office productivity machinery (i.e., a calculator, copy machine and computer printer).

Contact Information

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

Contact

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