IT Strategic Portfolio Manager
University at Buffalo, The State University of New York

Job Title	IT Strategic Portfolio Manager
Department	IT Portfolio Management
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Oct. 16, 2023
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/45850
Apply By Email	
Job Description	

Position Summary

As the Manager you will provide leadership for the Strategic Portfolio Management team as they work collaboratively with university partners to prioritize finite technology resources to best achieve UB strategic goals. In this position, you will oversee the team including IT Relationship Managers, the IT Change Manager, and Project Managers assigned to Top IT Projects. You will also work closely with sponsor representatives from key university departments to strengthen relationships and collaborate on fair and effective project priorities.

In this role you will:

○ Ensure that all major IT-related initiatives across the University are identified, evaluated,

prioritized, tracked, and reported on an ongoing basis.
○ Lead the portfolio team to ensure an efficient operation of aligning IT projects to University strategic goals and to ensure that project prioritization is evaluated in a fair and equitable way for all incoming requests, expediting project timelines when possible.
○ Lead the Strategic Portfolio team in developing process maturity and organizational integrity with respect to IT Governance and IT Portfolio and Project Management.
○ Build and strengthen campus partner relationships with an emphasis on providing exceptional IT service and support.
○ Chair the IT Portfolio Advisory Committee ensuring strong portfolio communication among campus partners and optimizing opportunities for collaboration and information sharing.
○ Supervise portfolio staff including encouraging, monitoring and evaluating staff development and ensuring strong customer service is being provided to a broad customer base.
○ Provide recommendations to leadership on ways to maximize optimal value based upon industry best practices in portfolio and project management.
○ Collaborate university-wide with a wide variety of constituents and stakeholders about IT portfolio projects, new technical initiatives, project reporting, etc.

About UBIT:
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.

Outstanding Benefits:
In addition to professional growth opportunities, UBIT staff have access to benefits that exceed salary alone. There are personal rewards including comprehensive health and retirement plan options. We also focus on creating and sustaining a healthy mix of work, personal, and academic to support your work-life effectiveness. Visit our benefits website to learn about our **benefit packages**.

About UB
The University at Buffalo (UB) is one of America's leading public research universities and a flagship of the State University of New York system, recognized for our excellence and our impact. UB is a premier, research-intensive public university dedicated to academic excellence. Our research, creative activity and people positively impact the world. Like the city we call home, UB is distinguished by a

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culture of resilient optimism, resourceful thinking and pragmatic dreaming that enables us to reach others every day. Visit our website to learn more about the **University at Buffalo**.

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.

Minimum Qualifications

- Bachelor's degree with 5 years of professional technical experience in the computer field, or master's degree with 3 years of professional technical experience.
- Proven effective experience with portfolio management and project prioritization. The experience should encompass relevant aspects of coordinating IT project implementations and should include experience in a comparable environment.
- Excellent project management, communication and problem-solving skills, and eagerness to learn new technologies and approaches.
- Ability to work and communicate effectively with people having diverse skill levels and varying backgrounds in a University setting.
- Personal initiative and self-discipline.

Preferred Qualifications

- Master's degree in computer information systems, management or a related field
- Experience with project management in a complex university environment

Contact Information

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

Contact

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