Job #S21565 - Information Technology Project Manager (ETE)

Names and titles:
University Information Technology Services

Date::
May 23, 2016

University Information Technology Services in the University of Arizona is accepting applications for the position of Information Technology Project Manager. The IT Project Manager plans, organizes, integrates, coordinates and monitors complex and/or large scale cross-functional information technology projects to deliver specific results, facilitates communications within the organization of the Chief Information Officer and to external campus groups, and represents the Office of the CIO organization where needed.

**This is an Extended Temporary Employment (ETE) position.**

Duties and responsibilities:

- Participates in strategic analysis and initial proposal process for complex and/or large scale information technology projects.
- Organizes and manages all phases of projects to ensure satisfactory and timely completion of deliverables and overall project.
- Develops project plans including goals, scope, budget, deliverables, resources needed, schedules, timelines, methods for measuring results, security and risk assessment.
- Assembles, coordinates and directs project team members; assigns individual responsibilities. Monitors team member performance and acts as technical resource.
- Coordinates procurement and contracting activities for assigned projects including development of requests for proposals, analysis of bids, and contract awards.
- Tracks and reviews vendor performance. May review and approve vendor payment requests. Reviews and responds to changes in project scope, resources or required deliverables.
- Plans, develops, prepares and disseminates project communications. Produces project reports for senior management, project sponsors, functional and technical personnel and project stakeholders.

Minimum Qualifications:

- Six years of progressively responsible information technology project management experience; OR, Bachelor’s degree in Management Information Systems, Computer Information Technology or related field AND three years of progressively responsible information technology project management experience OR, any equivalent combination of experience, training and/or education.
- Knowledge of cross-functional project management methods and techniques.
• Knowledge of information technology applications, processes, software and hardware.
• Skill in planning and managing cross-functional information technology projects.
• Skill in writing technical and non-technical project materials including project plans, timelines, vendor agreements and status reports.
• Skill in working effectively with a diverse client base.
• Ability to communicate effectively verbally and in writing.

To apply:  http://uacareers.com/postings/10598[1]

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