Portfolio Management Office

Job Family	Grade 14	Grade 14	Grade 15
Portfolio Management Office	Project Manager	Sr. Project Manager	Project Director
Purpose:	Provides full lifecycle project management of mid-sized single/multi client projects. Ensures delivery of project objectives within prescribed timeframe and budget. Assists in establishing project goals and scope based on specific business requirements.	Provides full lifecycle project management of mid-sized single/multi client projects. Ensures delivery of project objectives within prescribed timeframe and budget. Assists in establishing project goals and scope based on specific business requirements.	Provides full lifecycle project management of multiple large and complex multi client projects. Ensures delivery of project objectives within prescribed timeframe and budget. Participates in the identification, prioritization, assessment and development of projects. Establishes business requirements, project objectives, and defines project scope based on business goals. Identifies and recommends project initiatives for overall technology improvement and increased business benefits, automation, and performance.
Relation to Supervision:	Manages project staff and relevant teams while also leading and coordinating all levels of activities including project life cyle, software develoment life cycle and day to day operations.	Manages project staff and relevant teams while also leading and coordinating all levels of activities including project life cyle, software develoment life cycle and day to day operations.	Reports to senior leadership team member. May set direction and goals for department and/or team.
Project management:	Establishes full project lifecycle plans for one or more projects. These projects are of moderate to/high visibility or complexity (single business sponsor, up to 10 project FTEs). May manage dependent or interdependent projects. Participate in the RFP process with moderate oversight.	Establishes full project lifecycle plans for one or more projects. These projects are of moderate to/high visibility or complexity (single business sponsor, up to 10 project FTEs). May manage dependent or interdependent projects. Participate in the RFP process with moderate oversight.	Establishes full project lifecycle plans for one or more projects. These projects are of moderate to/high visibility or complexity. May manage dependent or interdependent projects. Provides business case development with costing and customer needs assessments. Manages RFP process with minimal oversight.

Relationship Management:	Leads specific projects. Provides expert level assistance to less senior team members; functions as a project consultant. May have supervisory responsibility.	Leads specific projects. Provides expert level assistance to less senior team members; functions as a project consultant. May have supervisory responsibility.	Responsible for the capabilities and configuration of the team and its preparedness to meet the IT and business requirements of the department. Partners with relevant faculty and administrators to support project goals of the University. Has responsibility and oversight for all personnel decisions.
Education & Experience:	Bachelors degree and/or its equivalent required. Minimum 5-7 years related experience. Expert level experience with a broad range of technical specialties. Prior supervisory experience strongly preferred.	Bachelors degree and/or its equivalent required. Minimum 5-7 years related experience. Expert level experience with a broad range of technical specialties.	Bachelors degree and/or its equivalent required. Minimum 7-9 years related experience. Experience in all relevant project methodologies and tools. Prior managerial experience required.
Soft skills:	Demonstrates excellence in a variety of competencies including ability to manage a team, teamwork/collaboration with technical and functional clients/peers, analytical thinking, communication and influencing skills. Proven ability to act as a change agent.	Demonstrates excellence in a variety of competencies including ability to manage a team, teamwork/collaboration with technical and functional clients/peers, analytical thinking, communication and influencing skills. Proven ability to act as a change agent.	Demonstrates excellence in a variety of competencies including ability to lead a team, teamwork/collaboration with technical and functional clients/peers, analytical thinking, communication and influencing skills. Proven ability to act as a change agent.
Technical Skills:	Strong Proficiency in some/all of the following technologies: MS Project, SharePoint, ServiceNow. PMP Certification a plus.	Strong Proficiency in some/all of the following technologies: MS Project, SharePoint, ServiceNow. PMP Certification a plus.	Broad functional and/or technical experience in all relevant applications design and development languages, methodologies and tools such as MS Project, SharePoint, ServiceNow. PMP Certification a plus.