



ANGELO STATE UNIVERSITY

Member, Texas Tech University System

Job Opening For Staff Position of

Technology Services Project Manager

Job Posting #0807-019

POSITION INFORMATION

Information Technology

Position Number 998978

Posting Date: July 30, 2008

SALARY

Commensurate. Excellent benefits package. Click [here](#) for more information.

JOB SUMMARY

Provide leadership and direction to project teams throughout the project life cycle (initiation, planning, implementation and transition to operational processes) for technology-related initiatives.

TYPICAL DUTIES

1. Creates technology-related project classifications, plans, timelines, and scope of work documents according to generally accepted project management standards to facilitate selection, prioritization, planning, implementation, and completion of projects on time, within scope and within budget.
2. Guides and directs project teams (functional, technical, and vendor) and ensures timely completion of their assigned tasks and deliverables.
3. Serve as a liaison for academic and administrative departments to ensure that their perspectives are incorporated into the development of projects being implemented.
4. Recommend policy changes or system changes to the Sr. Technology Services Project Manager as it relates to technology-related projects.
5. Assist in the development and compliance of ASU Project Management processes and standards which should align with the state laws/guidelines and Texas Tech University System.
6. Assist in the administration of the project and portfolio management software.
7. Prepares periodic project status reports for committees on campus.
8. Participate in the periodic quality assurance process to ensure the adoption of industry "best practices."

KNOWLEDGE SKILLS AND ABILITIES

- Knowledge of project management standards and principles; knowledge of the university environment and the information workflow between administration, faculty/staff and students; knowledge and ability to coordinate and analyze problems to determine appropriate solutions; knowledge of working with state and federal policies and procedures related to project management; skill in oral/written communications; knowledge of database technologies.
- Ability to effectively analyze situations and develop suitable solutions; ability to work as a cooperative team member across all levels of the organization; ability to present subject matter to employees, supervisors, and others in a manner that promotes learning and understanding; ability to organize and complete tasks in an accurate and timely manner; ability to perform work requiring considerable accuracy and attention to detail; ability to work effectively and harmoniously with a wide variety of people; ability to operate a variety of office equipment. Evening/weekend work may be required.
- The ability to effectively communicate with various audiences and build consensus among team members.

QUALIFICATIONS

Possession of a bachelor's degree in business, computer science, communications, or other related field. Project Management Institute (PMI) knowledge preferred. One year experience with project management, one year higher education business operations preferred.

APPLICATION REQUIREMENTS

1. ASU Employment Application (http://www.angelo.edu/forms/pdf/Staff_Application.pdf)
2. Letter of interest
3. Resume
4. Contact information of at least three professional references

Official transcripts will be required of job candidate recommended for employment.

Mail to: Office of Human Resources
Angelo State University
ASU Station #11009
San Angelo, TX 76909-1009

Or fax to: 325-942-2156

APPLICATION DEADLINE

Open until filled.

UNIVERSITY PROFILE

<http://www.angelo.edu/publications/employment/universityprofile.html>.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER