***This old UMB job description was created between 2000 and 2014 and is being provided as a template or guide in the preparation of a current job description. The essential functions are general in nature and may not accurately depict the duties of a specific unit. Managers are encourage to update and provide specific duties that are applicable to work being performed in the unit.***

Job Title: **Manager, Information Technology Projects**

Job Family: Information Technology Sub Family: IT - General

**Job Summary:**

The IT Project Manager will have responsibility for providing project management support for information technology projects. This position will work closely with various departments and schools throughout the university to identify technology requirements and timelines when deploying new software and technology services. This position will act as a project manager for the technology needs for those projects and coordinate the various activities that require further interaction. This position will act as a technology liaison and advisor to the department/school contact(s) and provide project portfolio management to assist with a better understanding of how resources are being used, how to manage competing priorities, and planning for dependencies or timing incompatibilities.

**Essential Functions:**

* Provide project management assistance, expertise, and/or resources for the technology aspects of new software and services being deployed by various schools and departments across the university.
* Act as a member of project teams for information technology based projects. Provide advisement in order to provide logistical support for department contacts and project leads related to project management methodology.
* Coordinate and maintain the master project portfolio list of all projects past, present, and scheduled to start work.
* Collaborate with campus partners to ensure IT systems are adequately meeting their operational objectives and are appropriately integrated into the university’s technology environment. Provide technical support and recommendations to resolve system promblems.
* Direct, coordinate, and produce external communications related to current and upcoming IT projects including announcements, publications, web site content, alerts, etc.
* Provide input in the selection and tailoring of approaches, methods and tools to support service offering or industry projects.
* Identify and address campus needs: participate in campus discussions and meetings; communicate a broad range of University services; manage engagements including preparing concise, accurate documents and balancing project management deadlines and timeline milestones.
* Proactively represent the department through participation in campus meetings and special projects.
* Performs other duties as assigned.

**Minimum Qualifications**

Education: Bachelors in Business Administration, Computer Science, Engineering, Accounting or Information Systems or related field of study.

Experience: Five (5) years years spent progressively building a background in the various computer systems with multiple information technologies

Supervisory:

Licensure/Certification:

Other: No subsitution of experience for minimum education requirement.

**Knowledge, Skills, and Abilities**

*Managers may provide prefered knowledge, skills, and abilities as necessary.*

Job Code: E0775F

SOC Code: 119199 IPEDS: Computer

EEO6 Code: Professional State Code: 9445008

USM eCode: E3414J AAP Code: 3A