

JOB DESCRIPTION
BASIC POSITION INFORMATION

Job Code:	2005	Title:	Manager, Academic Projects
Department:	Academic Affairs & Provost	Job Grade:	27
Job Family	Academic Administration	Job Sub-Family	Program Administration
FLSA Classification:	Exempt	Version:	1.0
Hiring Range Min:	\$58,337	Hiring Range Mid:	\$78,754
Screening Committee?	No	MVR Check?	No
Budget Authority?	No	Campus Security Authority?	No
Created By:	Erica Campos Morales	Created Date:	2017/02/21

JOB SUMMARY

The Manager, Project manages a diverse portfolio of projects for Academic and Student Affairs. Coordinates the planning and initiation of projects at various levels of complexity and monitors the progress to completion. Works closely and collaboratively with university cross-functional teams including UH Systems to achieve strategic objectives and outcomes.

DUTIES

- Provides support to Academic and Student Affairs in management and coordination of projects and requests
- Manages complex university projects including developing and maintaining project timelines, conducts research, performs analyses, produces reports, and provides recommendations
- Develops planning documents and coordinates meetings with stakeholders for the initiation of projects and obtain the appropriate levels approvals for the duration of the project
- Analyzes business needs and collaborates with stakeholders to plan and address project expectations, issues and conflicts
- Establishes and maintains electronic project tracking system
- Develops the implementation and maintenance of project management, drafts process documents and procedures

MARGINAL DUTIES

- Ensures project outcomes are updated to internal and external entities related to policies and websites.
- Monitors and reports on all phase of the project to ensure that implementation and prescribed activities are carried out in accordance with policies, procedures and specific applications
- May be asked to respond to problems or provide service after hours
- Performs all other duties as assigned

SUPERVISORY RESPONSIBILITIES

Direct Reports:	None
Delegation of Work:	N/A
Supervision Given:	N/A

QUALIFICATIONS

Required Education:	Master's degree
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Required Experience: Minimum of seven (7) years of related experience

License/Certification: None

PREFERRED QUALIFICATIONS

Project Management Institute (PMI) certification

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge:**
- Knowledge of trends, issues, and accepted practices relevant to the position
- Skills:**
- Candidates must have strong analytical and problem solving skills, as well as excellent interpersonal and written and verbal communication skills
- Abilities:**
- Ability to identify complex project risks, lead reviews, develop risk mitigation and contingency plans, and implement action plans to reduce or eliminate project risks
 - Ability to effectively work at all levels of the organization and collaborate with senior leaders, faculty, staff and other constituents; and exercises sound judgement
 - Ability to effectively communicate with a wide range of individuals and constituencies in a diverse community

WORK LOCATION AND PHYSICAL DEMANDS

Primary Work Location: Works in an office environment

Physical Demands: Work is normally performed in a typical interior work environment which does not subject the employee to any unpleasant elements.

Position is physically comfortable; individual has discretion about sitting, walking, standing, etc.

Work environment involves minimal exposure to physical risks

Position Specific Competencies

Title and Definition

Commitment to Excellence - UHD

* Demonstrates a commitment to competently perform his/her job duties and responsibilities within established time frames. * Continuously strives to improve work performance. * Accepts responsibility for his/her commitments to the university. * Contributes to the success of the university by consistently providing quality results in the performance of his/her job duties and responsibilities.

Dependability

* Takes responsibility to accomplish job assignments within reasonable deadlines. * Willing to accept new projects and/or commitments. * Does due diligence to complete projects within specified timeframes and/or fulfill commitments. * Arrives to work on time prepared and ready to contribute.

Flexibility

* Willingly adjusts to changing work assignments or conditions. * Open to changes in operational procedures, technology, and/or organizational structure. * Views changes as opportunities for learning and professional development. * Displays a positive attitude to encourage others. * Promptly responds to changes in work priorities and/or unexpected circumstances or situations.

Focus on Customer Service

* Focuses on customer's needs and expectations. (Customers can be students, external constituents, employees, or university guests.) * Respectfully ascertains customer's needs and determines appropriate response. * Promptly responds by providing requested information, takes appropriate action, or refers customer to appropriate individual or department. * If further actions need to be taken, advises customers of realistic timeframes for a response to their request. * Follows up with customers on outstanding requests in a timely manner. * Tactfully explains to customers why their needs and/or expectations cannot be met if the university does not provide the requested information or services.

Integrity

* Demonstrates high ethical standards of conduct in the performance of his/her job duties and responsibilities. * Accepts responsibility for his/her actions. * Respects and complies with department and university policies, procedures, and work rules.

Proficiency

* Possesses required job skills and knowledge. * Demonstrates the ability to apply those skills and knowledge to competently perform his/her job duties and assignments.

Project Management

* Manages project stages from proposal to completion ensuring project objectives are met within project budget and projected time frames. * Clearly defines roles and responsibilities of project team; ascertains and secures necessary resources; and monitors project performance. * Keeps management apprised of project status.

Respect and Cooperation

* Treats others with courtesy, respect, and dignity in the workplace. * Promotes cooperation through open and honest communications and consideration of others ideas, thoughts, and opinions.