Senior Project Manager

Summary of Role

Under administrative direction, performs work of considerable difficulty in concurrently managing multiple, most complex projects, from inception through project close. May supervise other Project Managers.

Scope

- Develops Project Programming and Scope in conjunction with Users.
- Develops accurate Project Budget and submits to University Administration for approval.
- Manages schedule (prepare overall project schedule) and meet multiple deadlines. Position has direct schedule responsibilities for assigned projects. Monitors the progress to meet the University's needs.
- Coordinates the interface among all the project stakeholders. Responsible for overall relationship with projects stakeholders.
- Formally documents process by keeping and maintaining accurate records of all significant project-related events, including but not limited to meeting minutes, design submittals documents.
- Determines and initiates appropriate action to provide problem and dispute resolution.
- Assists in leading, training, and coordinating the work of assigned personnel and other department personnel as required.
- Assists in developing policies and procedures to improve project management.
- Contributes positive input to efforts such as Search Committees and Process Improvements Teams.
- Builds positive, long-term working relationships through respect, cooperation, trust, and appropriate communications.
- Participates as an effective team member by contributing ideas, encouraging others and supporting team decisions.
- Develops and improves processes, resources, standards, along with professional and personal skills.
- Acts as a valued resource in areas of expertise, and shares lessons-learned.
- Performs additional duties and responsibilities as assigned.

Education and Experience

Typically requires a bachelor's degree in area of assignment. Required experience can range from 3-7 years, depending on individual position.