Senior Project Manager

<u>Summary of Role</u>

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.

<u>Scope</u>

- 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.

<u>Education and Experience</u>

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