JOB INFORMATION

Effective Date	8/6/2021
Job Code:	3999
Job Title:	IT Project Manager
Salary Grade/Structure:	060 - Admin-Professional
Career Level Name:	P2 - Intermediate Professional
FLSA Name:	Exempt
EEO Code:	30-Professional Non-Faculty
Job Function:	Information Technology
Job Family:	IT Project Mgt
Job Summary	Under general supervision, Provide project leadership and support for information technology project teams - from project initiation to completion. Assignments are typically small projects or associated components of mid- to large scale projects related to implementing new or revised information management systems. Teams are comprised of technical experts, functional area subject matter experts and project managers. This role does not have budget nor supervisory responsibilities.

COMPETENCIES

Competencies

Please refer to the UHCL Human Resources webpage for UHCL core competencies for all eligible job levels.

QUALIFICATIONS

Education

Education Level	Education Details	Required/ Preferred	
Bachelor's Degree	in Business Administration or related discipline	Required	

Work Experience

Experience	Experience Details	Required/ Preferred	
Considerable	experience managing multiple simple to complex IT projects	Required	

Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Preferred	
Certified Project Management Professional (PMP)-PMI		within 1-1/2 Yrs	Required	

Knowledge, Skills and Abilities

Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Preferred	
	KSAs			Proficiency
• Knowledge of Project Management lifecycle				Proficient
• Knowledge of different methods to elicit and document requirements				Skilled
• Solid organizational and time management skills, with the ability to handle multiple projects at once				Proficient
• Proficiency with Microsoft Office and data visualization tools such as Microsoft Power BI, MS Project, MS Visio				Proficient
• Ability to identify issues/problems and convey complex thoughts in a clear, concise, timely manner; handle complex issues and discrepancies of opinion by user groups to negotiate resolution and prioritize				Skilled
• Ability to communicate fluently and professionally both verbally and in writing				Proficient
• Ability to address faculty, staff, and student issues with a service-oriented attitude				Skilled
• Ability to influence, develop and lead multi-disciplinary teams to achieve established objectives.				Proficient

JOB RESPONSIBIILTIES

Campus Security Authority   ☐
Remote Work Capable   ☒

Essential Functions

Essential Function	% TIME
• Lead or participate (depending on project size) in defining project goals, objectives, scope and estimates of schedules, resources and costs.	20%
• Support project execution through continual coordination of planning, tasking, performance reporting, change management, risk and issue management.	20%
• Coordinate communications among project teams, customers and appropriate levels of management	20%
• Prepares project schedules, timelines. Monitors the project and technical team's progress, keeping the stakeholders engaged where appropriate.	10%
• Work in conjunction with functional sponsor or technical subject matter experts, and/or business analysts to gather project requirements.	10%
• Prepare and deliver project status reports and presentations utilizing approve enterprise reporting tools.	5%
• May provide input to formulating and managing project budgets.	5%
• Participate in the acquisition process for project related goods and contract services	5%
• Perform additional duties as assigned	5%

PRE-EMPLOYMENT

MVR:	No
Criminal History:	Yes
Physical Exam:	No
Hearing Exam:	No
Pulmonary Function Test:	No

PHYSICAL DEMANDS/WORKING CONDITIONS

Office and Administrative Support

Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting		X				
Carrying		X				
Pushing		X				
Pulling		X				
Climbing		X				
Balancing		X				
Stooping		X				
Kneeling		X				
Crouching		X				
Crawling		X				
Reaching		X				
Handling			X			
Grasping			X			
Feeling		X				
Talking					X	
Hearing					X	
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

Working Environment

Working Condition	N/A	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise			X		
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Travel Requirements

Estimated Amount	Brief Description