Title

Information Technology Project Manager (ETE), Job # S21565

Department

University Information Technology Services

Location

Main Campus

Position Summary

University Information Technology Services in The University of Arizona is accepting applications for the position of Information Technology Project Manager. The IT Project Manager plans, organizes, integrates, coordinates, and monitors complex and/or large scale cross-functional information technology projects to deliver specific results. Facilitates communications within the organization of the Chief Information Officer and to external campus groups. Represents the Office of the CIO organization where needed.

- UITS – Where We Put U First in IT
- UITS is a 300 plus-member service unit with a mission to support and enhance the University’s ability to fulfill its objectives by providing effective and efficient computing and communications solutions. UITS acts as a facilitator and proactive coordinator of integrative technology services for campus. We are committed to supporting a technological foundation that enhances learning, research and business, recognizing that to serve the campus well we must promote user self-sufficiency, easy access to information, and collaborative relationships with users.
- UITS supports and works collaboratively with all three communities of our campus: staff, faculty, and students.
- UITS is committed to high-quality, value-added services delivered through strong values of respect, integrity, and transparency.
- UITS provides two mission-critical IT components to the campus: Infrastructure & Client Services and Enterprise Applications.
- UITS – http://uits.arizona.edu

This is an Extended Temporary Employment (ETE) position. For further details on this type of position at the University of Arizona, please click here.

Outstanding UA benefits include health, dental, and vision insurance plans; life insurance and disability programs; paid vacation, sick leave, and holidays; UA/ASU/NAU tuition reduction for the employee and qualified family members; state retirement plan; access to UA recreation and cultural activities; and more!

The University of Arizona has been recognized on Forbes 2015 list of America’s Best Employers in the United States and has been awarded the 2015 Work-Life Seal of Distinction by the Alliance for Work-Life Progress! For more information about working at the University of Arizona, please click here.

Duties & Responsibilities

- Participates in strategic analysis and initial proposal process for complex and/or large scale information technology projects.
- Organizes and manages all phases of projects to ensure satisfactory and timely completion of deliverables and overall project.
- Develops project plans including goals, scope, budget, deliverables, resources needed, schedules, timelines, methods for measuring results, security and risk assessment.
- Assembles, coordinates and directs project team members; assigns individual responsibilities. Monitors team member performance and acts as technical resource.
- Coordinates procurement and contracting activities for assigned projects including development of requests for proposals, analysis of bids, and contract awards.
- Tracks and reviews vendor performance. May review and approve vendor payment requests. Reviews and responds to changes in project scope, resources or required deliverables.
- Plans, develops, prepares and disseminates project communications. Produces project reports for senior management, project sponsors, functional and technical personnel and project stakeholders.

Knowledge, Skills, & Abilities

<table>
<thead>
<tr>
<th>Minimum Qualifications</th>
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<tr>
<td>• Knowledge of cross-functional project management methods and techniques.</td>
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<td>• Knowledge of information technology applications, processes, software and hardware.</td>
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<tr>
<td>• Skill in planning and managing cross-functional information technology projects.</td>
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<td>• Skill in writing technical and non-technical project materials including project plans, timelines, vendor agreements and status reports.</td>
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<td>• Skill in working effectively with a diverse client base.</td>
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<td>• Ability to communicate effectively verbally and in writing</td>
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Arizona Board of Regents

Minimum Qualifications

Six years of progressively responsible information technology project management experience; OR, Bachelor’s degree in Management Information Systems, Computer Information Technology or related field AND three years of progressively responsible information technology project management experience OR, any equivalent combination of experience, training and/or education.

Preferred Qualifications

- Knowledge of Computer Networking.
- Knowledge of Information Security, Regulatory and/or Compliance processes and policies.

Full Time/Part Time

Full Time

Number of Hours Worked per Week

40

Job Category

Computer, Engineering and Technical

Benefits Eligible

Yes - Full Benefits

FLSA

Exempt

Posted Rate of Pay

DOE

Type of criminal background check required:

Fingerprint criminal background check (security sensitive due to title or department)

Posting Number

S21565
<table>
<thead>
<tr>
<th><strong>Number of Vacancies</strong></th>
<th>One</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Limited to Current UA Employees</strong></td>
<td>No</td>
</tr>
<tr>
<td><strong>Contact Information for Candidates</strong></td>
<td>Monica Piwowar Tacconi; <a href="mailto:tacconi@email.arizona.edu">tacconi@email.arizona.edu</a></td>
</tr>
<tr>
<td><strong>Open Date</strong></td>
<td>05/13/2016</td>
</tr>
<tr>
<td><strong>Review Start Date</strong></td>
<td>05/18/2016</td>
</tr>
<tr>
<td><strong>Open Until Filled</strong></td>
<td>Yes</td>
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<tr>
<td><strong>Special Instructions to Applicant</strong></td>
<td>Writing Sample: Please attach a sample of a Project Management Plan or Scope and Vision Document to represent a project you have managed and completed successfully.</td>
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<tr>
<td><strong>Quick Link for Internal Postings</strong></td>
<td><a href="http://uacareers.com/postings/10598">http://uacareers.com/postings/10598</a></td>
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