

## MIT Job Description

<b>Job Title:</b> Project Manager/Business Analyst	<b>Position Title:</b> Project Manager/Business Analyst, Portfolio and Project Management Office
<b>Reports to:</b> Associate Director, Portfolio and Project Management Office	<b>Department:</b> Sloan Technology Services

### Position Overview:

The Project Manager/Business Analyst position is part of the Portfolio and Project Management Office (PPMO) at the Sloan Technology Services (STS) department. The individual in this position will lead projects that enable Sloan to excel in its mission by transforming the research, academic and administrative information technology landscape. She or he will be an integral part of PPMO, and will support STS to achieve technology service excellence and be a strong partner to school constituencies.

This is a great opportunity to build experience in a wide variety of systems and business functions while working with an energetic and enthusiastic team. This individual will engage community to identify, evaluate and implement technology solutions for business needs in a wide spectrum of school's operations, including areas such as administration, teaching, learning and research. As a project manager she/he will lead STS peers and members of the Sloan community to utilize best practices of project management discipline, and as part of the PPMO team, contribute to overall management of the school's IT portfolio. The successful candidate will have strong influencing, negotiation, conflict management, critical thinking and problem solving skills.

### Principal Duties and Responsibilities:

1. Engage community and STS peers to identify and evaluate technology solutions for business improvement opportunities
  - Liaise with members of the school community and project stakeholders on an ongoing basis. Set and continually manage expectations with project sponsors, team members and stakeholders
  - Research and design solutions, manage proof-of-concept initiatives and all aspects of requirements gathering and documentation. Lead brainstorming sessions to identify solutions and/or enhancements
  - Coordinate the work of third party contractors and consultants
2. Ensure that all proposed projects fit with STS strategic goals, as well as technical and service management standards

- Support the PPMO in IT portfolio governance and the school's IT Advisory Group (ITAG) management processes
  - Practice and evangelize project governance best practices
  - Foster an environment of service excellence
3. Oversee entire project lifecycle from proposal to operational transition using agile best-practice project management tools and techniques
- Create and execute project work plans in the school's dynamic and fast-paced environment
  - Identify and mitigate project risks
  - Coordinate/lead training efforts for solutions. Ensure appropriate knowledge is transferred to IT service management operations and business users
  - Manage 3rd party software vendor resources to ensure that systems are configured or customized to meet user requirements
4. Provide metrics and reporting on projects to PPMO and STS leadership
- Track and report on project performance and budgets
  - Assist in preparing documentation for reviews by STS senior management, PPMO and ITAG
  - Perform other related duties as assigned

**Supervision Received:**

This position reports to the Associate Director, Portfolio and Project Management Office

**Supervision Exercised:**

This position does not have supervisory responsibility.

**Qualifications/Technical Skills:**

The successful candidate will possess excellent written and verbal communication skills, and be able to successfully collaborate with project resources, handle competing priorities and deliver projects using agile-like methodologies.

- Hands-on work experience in a project management/business analysis capacity, including all aspects of process development and execution.
- PMP and/or Scrum Master certification is desirable
- Ability to communicate to a wide variety of audiences, both technical and business. Strong Business and Technical Analysis skills
- Strong knowledge of the Microsoft technology ecosystem is desirable
- Demonstrates confidence and astuteness, able to build partnerships and encourage collaboration between individuals and teams

- Experience working both independently and in a team-oriented, collaborative environment is essential
- Takes initiative and shows individual accountability
- Must be motivated to learn new technologies

Years of Relevant Work Experience: 3+

Four-year college degree or equivalent level of experience

Higher Education experience is preferred