TITLE OF POSITION/RANK: Project Manager/Business Analyst

DEPARTMENT: Fordham IT, Rose Hill

RESPONSIBILITIES:

- Manages multiple simultaneous projects that span across groups utilizing a combination of project management and business analysis skills.
- Manages all operational and tactical aspects of IT projects including initiation, planning, cost management, scope management, change management, resource management, communications, timelines, deliverables, and quality.
- Identifies and manages changes to scope, risks, assumptions, issues, constraints and dependencies.
- Creates detailed project plans and proactively manages detailed schedules and milestones.
- Within the framework of project management:
  - Documents resourcing needs, availability and commitments. Provides insights on resource allocation.
  - Performs business analysis function to support stakeholders and decision makers on a wide array of initiatives.
  - Elicits requirements, communicates solutions and verifies that solutions meet the requirements.
  - Uses tools, visual aids and models to create and deliver presentations on technology topics to business stakeholders.
  - Works with stakeholders to define business objectives, scope, exceptions and acceptance criteria.
  - Creates business cases for key initiatives applying valuation models including TCO, NPV, IRR, ROI.
  - Create/oversees documentation on requirements, solutions, processes, user guides, marketing collateral, support documentation, FAQs, workflows, etc.
  - Performs gap analysis on existing versus proposed systems and runs all change management activities.
  - Directs quality assurance and user acceptance testing on projects.
  - Provides clear, accurate and timely communications; including status reports with project-specific KPIs.
  - Manages pilots, full implementations, stakeholder sign-offs and pre-implementation/post-implementation support.
  - Performs training tasks including needs analysis, training development, event management and delivery of training.
  - Manages vendor selection process, requirements, SLAs, proof of concept activities and vendor implementations.
- Supports project and portfolio planning and project prioritization process.
- Measures solutions against requirements, stakeholder expectations, business objectives and IT strategies.
- Manages relationships with IT resources, vendors, stakeholders and user community.
- Assists with improving team processes and mentors project team members and QA team.

QUALIFICATIONS:

- Bachelor's degree in software engineering, computer science, business administration or equivalent work experience.
- PMP or Prince2 or Six Sigma Certification.
- Strong PM and strong BA skills with minimum of 5 years of combined experience as a project manager and business analyst across the full project lifecycle.
- Knowledge of information technology procedures, business processes and integrated administrative processing.
- Experience with portfolio planning, project prioritization, modeling techniques, tools and approaches.
- Highly collaborative, enthusiastic and proactive.
- Strong analytical, elicitation, communication, organizational, information management and documentation skills.
- MS Office Suite (Windows, Excel, Word, PowerPoint, Project, Visio), Project Server.

SALARY: Commensurate with Experience

START DATE: 10.15.18

Submit letter and resume to: PMOresumes@fordham.edu

NO PHONE CALLS, PLEASE.

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