

Project Manager

Job Code 50034593

General Description

Responsible for overseeing hundreds of client projects, including project details, deadlines, and communications, which will allow the creative team to focus on developing content, collateral, and other output.

Examples of Duties

Responsible for the administration and management of the project management system and processes.

Creates and maintains detailed, up-to-date project plans for over 200 concurrent projects.

Identifies and scopes client requirements and deliverables.

Creates and maintains activity and progress reports for staff and clients.

Coordinates daily tasks and assigns project resources.

Properly notifies the internal team of any risks, weaknesses or opportunities that could impact the success of the project, escalating to management as appropriate. Actions may include following up with clients and ensuring team is meeting deadlines.

Coordinates and participates in project and program reviews and strategy meetings.

Serves as point of contact for clients as needed, resolving problems to keep projects on track and increase client satisfaction.

Manages traffic workflow processes for design, writing, photography, video and web services, including work requests and production calendars.

Participates in collaborative meetings with clients and creative team members.

Knowledge, Skills, and Abilities

Knowledge of: Communicating, motivating, and reinforcing change processes; campus network accessible services.

Skill in: Preparing reports, letters and proposals; communicating with others; working as a team member; analyzing service requests and problems; prioritizing own workload; enhancing or modifying software to address changing needs; critical thinking.

Ability to: Understand and interpret complex technical materials, policies, procedures, proposals and analyses; perform intermediate math; exchange concepts and procedures; coach junior members; formulate tactics to achieve overall goals; effectively negotiate; create effective presentations; supervise staff.

Experience and Education

To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

Other Requirements