

Position: Assistant Project Manager

Department: Information Technology

Reports to: Director of Enterprise Services

Job Description: Responsible for administering and organizing various projects, from the straightforward to the complex. Specific responsibilities include working closely with the College's Project Manager to prepare comprehensive action plans, including resources, timeframes and budgets for projects. In addition, perform various additional management tasks, including, but not limited to, scheduling, risk management, as well as administrative duties, such as maintaining project documentation and handling financial queries. Collaborate with the College's clients and internal teams to deliver results and meet deadlines. Ensure that all projects are completed on time, within budget and meet high quality standards.

Duties and Responsibilities:

- Coordinate project management activities, resources, equipment and information.
- Break projects into doable actions and set timeframes.
- Liaise with clients to identify and define requirements, scope and objectives.
- Assign tasks to internal teams and assist with schedule management.
- Ensure that the College's clients' needs are met as projects evolve.
- Help prepare budgets.
- Analyze risks and opportunities.
- Oversee project procurement management.
- Monitor project progress and handle any issues that arise.
- Act as the point of contact and communicate project status to all participants.
- Work with the Director to eliminate obstacles to project fulfillment.
- Use tools to closely monitor working hours, plans and financial expenditures.
- Issue all appropriate legal paperwork, including, but not limited to, contracts and terms of various agreements.
- Assist to create and maintain comprehensive project documentation, plans and reports.
- Ensure standards and requirements are met through conducting quality assurance tests.
- Perform all other duties as assigned.

Qualifications:

- Bachelor's Degree in Information Technology, Business Administration or related field, or equivalent years of post-secondary training.
- A minimum of 2-3 years of experience working in a project management capacity; experience working in a higher education environment may be helpful, but is not required.
- Proven work experience as an assistant project manager or similar role.
- Experience in project management, from conception to delivery.
- Excellent written, oral, and interpersonal communication skills, including the ability to professionally and personally interface with faculty, administration, students, and staff in a diverse work environment.
- Excellent time management skills.

- An ability to prepare and interpret flowcharts, schedules and step-by-step action plans.
- Solid organizational skills, including multitasking and time-management.
- Strong client-facing and teamwork skills.
- Familiarity with risk management and quality assurance control.
- Strong working knowledge of MS Project and other Microsoft products.
- Hands-on experience with project management tools (e.g. Basecamp).
- Project Management Professional (PMP) or other Project Management Institute (PMI) certification is a plus.
- Experience working with vendors, consultants and other resources.
- An appreciation and understanding of working in an inclusive, engaging and diverse college environment.
- Culturally sensitive, caring and friendly with a deep understanding and appreciation of a multi-cultural college community and the Franciscan traditions of St. Francis College.

About St. Francis College:

For over 150 years, the mission of St. Francis has been to provide an affordable, quality education to working class people who otherwise may not be able to attend college. St. Francis College is a private, independent, co-educational urban college with Franciscan and Catholic traditions underpinning its commitment to academic excellence, spiritual and moral values, physical fitness, social responsibility and life-long learning. We educate the whole person for a full, relational life, developing the students' talents and abilities for meaningful, fulfilling careers, as well as for collaborative, service-oriented leadership.

The College strives to offer ample opportunities for students to immerse themselves in the intellectual, cultural and professional opportunities afforded by New York City and to serve the needs of the local community in which they live and study. Our location in Brooklyn Heights provides a confluence of cultures and religious beliefs, mirroring our commitment to maintain and celebrate our diverse student body.

St. Francis College is an Affirmative Action, Equal Opportunity employer and we are strongly committed to increasing the diversity of our faculty, students, and the curriculum. Qualified candidates of diverse ethnic and racial backgrounds are encouraged to apply.

Interested applicants can apply by clicking [here](#).