Computing, Communications, and Information Technologies (CCIT) – Project/Portfolio Manager

Colorado School of Mines invites applications for the position of Project and Portfolio Manager within the department of Computing, Communications, and Information Technologies (CCIT).

Reporting to the Chief Information Officer (CIO), the position will provide collaborative leadership and direction within the information technology department and across the institution in the creation and implementation of a project management and project portfolio management framework. It will provide both strategic direction as well as operational management in support of individual projects.

Located in Golden, in the foothills of the Rockies, 13 miles west of Denver and 21 miles south of Boulder, Mines has enrollment of over 5,500 students in undergraduate and graduate degree programs in engineering and applied science. For more information visit us at: www.mines.edu.

Responsibilities: Responsibilities of this position are at both the strategic and operational level. It includes the development and implementation of a project management and project portfolio management framework that is extensible to the institution. Additionally, the position will collaboratively facilitate the planning and management of individual projects, working with individual project sponsors, project leads, and project stakeholders to ensure best practices in project management including the development of project charters, implementation plans, and reporting mechanisms. The position will also identify and develop mechanisms to manage and provide reporting on the entire portfolio of IT-related projects.

For a complete job description: Click here.

Mines is an Equal Opportunity/Affirmative Action employer and educator that recognizes that diversity is crucial to its pursuit of excellence in learning and research. Mines is committed to developing student, faculty, and staff populations with differing perspectives, backgrounds, talents, and needs and to creating a richer mix of ideas, energizing and enlightening debates, deeper commitments, and a host of educational, research, and service outcomes. As such, Mines values candidates who have experience working in settings with individuals from diverse backgrounds. Minorities, women, veterans, and persons with disabilities are strongly encouraged to apply.

Qualifications: Required are a Baccalaureate degree from an accredited institution; moderate amounts of direct professional work experience in an IT project management capacity, including specific elements of the project management lifecycle; moderate amounts of direct professional work experience in IT-related projects; strong familiarity with existing project management frameworks and corresponding software and/or vendor solutions that support project lifecycle management; and experience in developing and deploying project management best practices, policies, and processes. Applicants must demonstrate, or show evidence of, excellent written, oral communication and interpersonal skills.

Employment with Mines is contingent upon the satisfactory completion of a background investigation.
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Preference will be given to applicants who possess the following: project management experience within a higher education environment; a Master’s degree in business administration or other relevant field; and a PMI or PMP certification.

Compensation: Salary and benefits will be commensurate with qualifications and experience. Mines provides an attractive benefits package including fully paid health and dental insurance. Part of Mines’ mission is to create a family-friendly environment supported through our dependent tuition benefits, parental leave benefits, and dependent care assistance plan, as well as in special events, camps, and programming. For more information visit: http://family.mines.edu/

How to Apply: Applicants must submit a letter of application and résumé addressing the position’s required and preferred qualifications, along with the names and contact information of three professional references, to: Colorado School of Mines, Human Resources Office, Search 16-580020, 1500 Illinois Street, Golden, CO 80401, Fax: (303) 384-2025.

Electronic applications are encouraged and will be accepted at fsearch@mines.edu. If using this method of application, please put the search number as indicated above (in bold) in the subject line to ensure that your materials are properly forwarded to the search committee.

Review of applications will begin by January 4, 2016.