



Project Manager

Department	Information Technology – Project Management Office
FLSA Status	Exempt
Reports to:	Chief Technology Officer

JOB SUMMARY

The Project Manager is responsible for the overall management and status reporting of projects. This position involves establishing and implementing project management processes and methodologies to ensure projects are delivered on time. The Project Manager will assemble project plans, identify resource needs (with oversight from management), escalate issues appropriately, and perform post-project reviews. Additionally, this position involves tracking key project milestones and adjusting project plans and/or resources as needed. The Project Manager is responsible for coordinating communication with all areas of the organization that impacts the scope, budget, risk, and resources of the work effort being managed.

ESSENTIAL FUNCTIONS

- Set priorities and define project scope, goals and deliverables that support business goals in collaboration with IT (Information Technology) leadership and stakeholders.
- Develop full-scale project plans and associated communications documents using appropriate tools. Track project milestones and deliverables.
- Effectively communicate project expectations to team members and stakeholders in a timely and clear fashion.
- Communicate with project stakeholders on an ongoing basis.
- Estimate the resources and participants needed to achieve project goals.
- Drive projects from both a tactical and strategic perspective. Coordinate with cross functional business units and internal departments to achieve project goals.
- Draft and submit project budgets and recommend subsequent budget changes where necessary.
- Track project financials throughout the life of all projects.
- Identify and resolve issues and conflicts within the project team.
- Identify and manage project dependencies and critical path.
- Communication at all levels as dictated by the project including ability to create/deliver PowerPoint presentations if needed.
- Determine the frequency and content of status reports from the project team, analyze results, and troubleshoot problem areas.
- Proactively manage changes in project scope, identify potential risks, and devise contingency plans.

- Define project success criteria and disseminate them to involved parties throughout project life cycle.

OTHER DUTIES

- Build, develop, and grow any business relationships vital to the success of the project.
- Conduct “lessons learned” sessions and create a recommendations report to identify successful and unsuccessful project elements.

This job description is not designated to cover or contain a comprehensive listing of activities, duties or responsibilities required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

EDUCATION & EXPERIENCE

- Bachelor's degree + 6 years' experience or 10 years of equivalent combination of education and experience
- Three to five years' experience managing technical projects in all aspects, from initiation to closure.
- Active PMP (Project Management Professional) Certification preferred.
- Experience working both independently and, in a team-oriented, collaborative environment is essential.
- Experience managing multiple projects, with proven ability to execute projects on time and on budget.
- Prior experience working with research & education and complex network environments preferred.

KNOWLEDGE, SKILLS & ABILITIES

- Can conform to shifting priorities, demands and timelines through analytical and problem-solving capabilities.
- Knowledge and expertise with various Project Management methodologies
- Strong familiarity with project management tools and software
- Strong analytical, problem-solving, and organizational skills
- Must possess excellent verbal, written and presentation skills and strong leadership abilities.
- Must be able to lead and motivate project teams and meet specified deadlines.
- Excellent written and verbal communication skills; experience presenting and communicating to executives.

PHYSICAL DEMANDS & WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Position Location: Strong preference is for this position to be based in the Dallas Metro area and operate from a home office in a virtual office environment. Work outside of an established schedule and working hours, including weekends and holidays, may be required.
- Travel Requirements: Frequent travel (up to 25% per year) is expected for this role. Travel includes visiting existing and future member venues and LEARN sites throughout Texas as well as to Regional & National meetings and conferences in North America. Some overnight travel (up to 5% per year) is expected.
- Position requires access to a reliable vehicle, a valid TX driver's license and ability to travel by car or by air.
- This role requires prolonged sitting and working on a computer in a home office setting.
- Regularly required to stand, walk, sit, use hands; and reach with hands and arms.
- Must occasionally lift and/or move up to 10 pounds.
- Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

To apply for this job, please submit a cover letter, resume, and application (found on the next page) in PDF format to jobs@tx-learn.net with "Project Manager" as the subject line.



APPLICATION FOR EMPLOYMENT

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

Qualified applicants are considered for employment without regard to race, color, religion, gender, national origin, age, mental or physical disabilities, marital status, veteran status, sexual orientation, gender identity and/or expression, genetic information, or any other characteristic protected by applicable law. All employment decisions shall be consistent with the principles of equal opportunity employment. Accommodations to enable all individuals to participate in the application process may be provided upon advance request.

ANSWER ALL QUESTIONS - PLEASE PRINT

Applicant's Name (Last) (First) (Middle)*		Date of Application
Are you known by any other names or aliases, including a maiden name? * <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, what name(s) are you known by?		
Applicant's Current Address (Address, City, State, Zip)*		
Applicant's Email Address		
Telephone	Date Available for Work	
Position(s) Applied For (List Job Titles)	Status Desired <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary	
Referral Source <input type="checkbox"/> Advertisement	<input type="checkbox"/> Employment Agency _____	<input type="checkbox"/> College/Career Placement Office
<input type="checkbox"/> Job Fair	<input type="checkbox"/> Employee	<input type="checkbox"/> Other
Have you filed an application or been employed here before? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes give date(s)		
Are you 18 years of age or older? <input type="checkbox"/> Yes <input type="checkbox"/> No	Are you eligible to be lawfully employed in the United States (proof of citizenship or immigration status will be required upon employment)? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Do you now, or will you in the future, require sponsorship for employment visa status (e.g., H-1B visa status, etc.) to work legally for our Company in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No		
List any friends or relatives employed by the company.		
What is the relationship?		
Have you ever been convicted of a felony? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, provide all detail**		
**Conviction of a crime will not automatically disqualify you from employment.		

EMPLOYMENT EXPERIENCE (List relevant work experience. Start with your present or last job. Include military service assignments and volunteer activities)

Date From/To	Employer Name	Employer Address		
	Employer Phone Number	Job Title	Starting Salary / Hrly Rate	Final Salary / Hrly Rate
1	Supervisor	Reason for Leaving		
	Work Performed	May we contact <input type="checkbox"/> Yes <input type="checkbox"/> No		
	Are you known by another name <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, What name?			
	Date From/To	Employer Name	Employer Address	
	Employer Phone Number	Job Title	Starting Salary / Hrly Rate	Final Salary / Hrly Rate
2	Supervisor	Reason for Leaving		
	Work Performed	May we contact <input type="checkbox"/> Yes <input type="checkbox"/> No		
	Are you known by another name <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, What name?			

Date From/To	Employer Name	Employer Address		
	Employer Phone Number	Job Title	Starting Salary/ Hrly Rate	Final Salary/ Hrly Rate
3	Supervisor	Reason for Leaving		
	Work Performed	May we contact <input type="checkbox"/> Yes <input type="checkbox"/> No		
	Are you known by another name <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, What name?	
Date From/To	Employer Name	Employer Address		
	Employer Phone Number	Job Title	Starting Salary/ Hrly Rate	Final Salary/ Hrly Rate
4	Supervisor	Reason for Leaving		
	Work Performed	May we contact <input type="checkbox"/> Yes <input type="checkbox"/> No		
	Are you known by another name or do you have a maiden name? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, What name?	

REFERENCES (List professional references only. Do not list friends or relatives)

Name and Title	Email Address / Phone Number

Education	Name and Address of School	Course of Study	Did you Graduate?	List Diploma / Degree
High School				
College				
Other (Specify)				

PRE-EMPLOYMENT STATEMENT

I represent that my responses set forth in this application are truthful, accurate, and complete. Any and all false or inaccurate statements made by me in this Application or otherwise during the employment evaluation process shall be grounds both for rejecting my Application for employment , and, should I be hired by LEARN, termination of my employment.

I authorize representatives of LEARN to contact education institutions and employers designated in this Application for purposes of verification and investigation of my education and employment background and performance. Such individuals and organizations are authorized to release all such persons from liability or damages incurred as a result of furnishing such information. I understand that an unsatisfactory reference shall be grounds both for rejecting my Application for employment, and should I be hired by LEARN, termination of my employment. Should I be employed by LEARN, I understand that I could be subject to an outside probe if accused of wrongdoing.

Submission of the application does not entitle me to be interviewed by LEARN. Further, nothing in this Application or in the employment evaluation process shall be construed as either an offer of employment or an obligation on the part of LEARN to provide any benefit to me. Should I be employed by LEARN, I agree to comply with any and all employment rules and policies of LEARN.

After reading all of the terms of this Application, I hereby affirm that I understand and agree to the provisions of the same. I also agree that my employment with LEARN is on an "at-will" basis, meaning that such employment may be permanently discontinued by either LEARN (through discharge or layoff) or myself through voluntarily quitting at any time without notice and without any recourse of any kind by either party.

I affirm the information in this application is true and complete, and any intentional deception herein may be considered sufficient cause for dismissal.

Date*

Applicant's Signature*

***Required**