

## Information Technology Job Function

### IT Program Manager V

Grade: 59

Job Code: I0359P

Job Family: IT Project Management

Job Family Matrix: [IT Project Management Matrix](#)

#### Summary

Lead large scale multiple complex projects and/or teams using multiple technologies with possible school or university wide impact.

#### Core Duties

- Design solutions to problems
- Lead multiple projects
- Determine and coordinate resources (internal, vendor)
- Encourage partnership and shared risk
- Resolve competing priorities
- Oversee all aspects of project portfolio throughout project lifecycles to ensure completion within the defined scope, quality, time and cost constraints
- Use knowledge of strategies and priorities at multiple levels to set and review project portfolios and balances work activities in the portfolio
- Absorb and leverage project related technology to ensure effective project management and collaboration
- Mentor others
- Provide training to clients/staff
- Apply Harvard University's IT technical standards and best practices
- Function as subject matter expert or project lead
- Abide by and follow the Harvard University IT Code of Conduct

#### Basic Qualifications

- Minimum of seven years' post-secondary education or relevant work experience

#### Additional Qualifications and Skills

- Knowledge of Microsoft Office Suite, advanced Excel skills
- Knowledge of information technology applications, processes, software and equipment
- Highly specialized knowledge of a specific technology
- Knowledge of advanced IT project management principles (e.g. Agile) and software
- Demonstrated cross-functional project management experience
- Demonstrated team performance skills, service mindset approach, and the ability to act as a trusted advisor
- Attitude that supports an Agile working environment

#### Certificates and Licenses

- Completion of Harvard IT Academy Project Management Foundations course (or external equivalent) preferred
- PMP or other relevant certification and experience preferred, e.g., Scrum Master

#### Physical Requirements

#### Working Conditions

- Work is performed in an office setting