

Information Technology Job Function

IT Project Facilitator III

Grade: 57

Job Code: I0157P

Job Family: IT Project Management

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

Summary

Independently execute work and facilitate the collaborative effort of self-organizing cross-functional teams, in order to repeatedly deliver small, usable project segments (specified, developed and tested) in short cycles that comprise a final product.

Core Duties

- Facilitate discussion, decision making, and conflict resolution for one or more work teams
- Facilitate project work flow and scheduling
- Assist with internal and external communication, improving transparency, and radiating information
- Support and educate the product owner regarding product progress and backlog issues
- Absorb and leverage project related technology to ensure effective project management and collaboration
- Provide subject matter expertise and support to the team
- May provide training to clients/staff
- Apply Harvard University's IT technical standards and best practices
- Abide by and follow the Harvard University IT Code of Conduct

Basic Qualifications

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

Additional Qualifications and Skills

- Minimum two years' additional post-secondary education or relevant work experience
- Knowledge of Microsoft Office Suite, advanced Excel skills
- Knowledge of information technology applications, processes, software and equipment
- 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