

Information Technology Job Function

IT Project Mgt III

Grade: 57

Job Code: I0057M

Job Family: IT Project Management

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

Summary

Manage IT project completion in a unit or department, requiring high levels of cross-functional integration and involving multiple disciplines to be managed. Perform project management oversight of small projects or one or more large tasks within a larger project.

Core Duties

- Responsible for effective staff management, including hiring and orientation, training and development, workflow and performance management, and the promotion of an inclusive and innovative work environment
- Look across portfolio of projects and identify issues and dependencies
- Occasionally expected to lead a project as a project manager
- Create and maintain training materials; act as a resource to school/unit 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

- Supervisory Experience
- 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 leadership 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