

## Information Technology Job Function

### IT RC Facilitation Mgt V

Grade: 59

Job Code: I1159M

Job Family: IT Research Computing

Job Family Matrix: [IT Research Computing](#)

#### Summary

Actively contribute to strategic decisions regarding the facilitation and education investments to keep up with the pace of complex research problems. Set strategy for engaging with faculty research groups. Lead and participate in cross-functional management teams and projects. Establish partnerships with other academic and library technology groups.

#### Typical 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
- Lead facilitation and education efforts for researchers in the broad use of large-scale computing and data services
- Manage team resources, time and projects
- Contribute to budget setting for the maintenance and operational costs and future RC investments
- Build and maintain relationships with faculty researchers and technical leads
- Establish partnerships with other academic and library technology groups
- Contribute best practices documentation, present at conferences, or publish in peer reviewed journals
- Remain current in larger landscape of trainings on specific areas of technology, software or tools
- Promote trainings for staff in broad area of large-scale computing and data services
- Abide by and follow the Harvard University IT technical standards, policies and Code of Conduct

#### Basic Qualifications

- Minimum of nine years' post-secondary education or relevant work experience
- Minimum of two years of mentoring or project management

#### Additional Qualifications and Skills

#### Certificates and Licenses

- Completion of Harvard IT Academy specified foundational courses (or external equivalent) preferred

#### Physical Requirements

#### Working Conditions

- Occasionally required to work outside of normal business hours, and may be contacted during off hours