**Project Manager**  
*Information Processing Consultant*  
PVL 87676

**Type of Employment:**  
Academic Staff, Full Time (40 hours/week)

**Location:**  
Swenson House, 645 Elm Dr., Madison, WI  
Click here to see a [campus map](#)

**Department:**  
Administration

**Compensation:**
- Starting annual salary for this position will be $65,000 or higher, based on qualifications and experience
- A competitive benefits package

**Schedule:**
- Primary schedule below; schedule alterations as operation and position expectations demand. Regular business hours are 7:45am to 4:30pm, flexible hours may be available.

**Requirements:**
- A bachelor's degree in Information Technology, Business Administration or a related field applicable to project management is required.
- A minimum of 3 years of demonstrated experience managing projects of varying sizes and scope from beginning to end, of which includes a minimum of 3 years of full-time experience managing projects within IT domains including: gathering user requirements, developing project plans, incorporating time estimates, scheduling, and change control is required.
- Demonstrated experience in process improvement, including performance metrics is preferred.
- Strong communication skills and demonstrated experience working with project sponsors, business owners, and stakeholders is preferred.
- Demonstrated experience in data analysis and reports using Tableau or other similar tools is preferred.
- A criminal background check will be conducted on all finalists.
Position Summary:
The Division of University Housing is committed to providing an exceptional workplace for its workforce of approximately 450 career staff members and over 2,000 students. University Housing provides an inclusive and safe working environment that promotes engagement, empowerment, and professional development. University Housing operates nineteen residence halls across the University of Wisconsin-Madison campus, providing a home to over 7,400 undergraduate students. We also operate three apartment communities, serving about 3,000 graduate students, academic staff, postdoctoral researchers, faculty, and their families. In addition, we manage seven dining venues across campus, and provide conference group and youth camp housing throughout the summer months.

University Housing is divided into five main departments: Administration, Dining & Culinary Services, Residence Hall Facilities, Residence Life, and University Apartments. Whether we’re launching new academic support services, testing out a new recipe, renovating resident rooms, organizing welcome events, cleaning our facilities, or inviting a new summer youth camp to campus, everything that we do is to support the mission of the University and fulfill University Housing’s goal to be, "The place everyone wants to live."

The University Housing Administrative departments provide residential accommodations, programs, and services to actively support the mission of the University; meet the needs of students, families, staff, and guests; and foster the development of residential communities. University Housing houses over 7,400 students in Residence Halls across campus and 3,000 residents in University Apartments.

Under the general supervision of the Assistant Director of Housing - Technology Services, the Project Manager will lead all technology and some business related divisional and departmental projects coordinating directly with project sponsors, stakeholders, team members, unit directors, managers, staff, and indirectly with constituents across campus. This position requires involving user requirements gathering, application of business analysis, and critical and strategic thinking skills. This position will set the vision for current project management and process improvement methodologies, business analysis, both in practices and in tools. This is a key position in the department involving direct contact and engagement with Housing department directors.

This position is responsible for managing visible, large, and complex projects that span the entire division. The position consults with the Assistant Director of Housing - Technology Services, other professional Technology Services (TS) staff members, and other division supervisors and managers as appropriate to assist in planning for and defining the scope of major technology and business projects. The scope of the projects to be implemented can be very complex spanning multiple components that include required skill sets of system and network engineers, system developers, programmers, facilities staff, functional administrators, administrative staff, as well as IT leaders on campus. The projects can affect the critical missions of the departments and division at large.

Projects include initiating and coordinating efforts of new project intake, upkeep and maintenance of ongoing projects in several domain areas to include but not limited to: mid-to-large scale systems and networks; technology infrastructure upgrades or refresh of equipment, enterprise software systems, software application development, computer system security to an agreed upon level; identify, eliminate and inventory restricted data as defined by the campus; implement ongoing makerspace project initiative; major technology related project initiatives in all the departments. Additionally, this position will develop appropriate technical policies, procedures and operations protocols for the department, be a divisional representative for some key campus project initiatives as assigned.

This position will be responsible for developing detailed critical path analysis, estimated person hour requirements and timetable for project implementation. Typical duties include consulting with department directors and division staff to insure that project design and plan accommodates their requirements and meets the time frames for delivery.
The Technical Services Department is committed to demonstrating our Division of University Housing Core Values: Care in how we approach people and our work; Creativity in solving problems; Integrity in our interactions with staff and customers; Optimism, focusing on opportunities and positive outcomes; Respect for the differences, strengths, and potential in people; Stewardship of human, financial and natural resources; and Excellence in customer satisfaction and communication.

University Housing is an essential services provider and all University Housing employees are part of this commitment to our residents and guests. University Housing is unique from many other state agencies and university departments because we cannot close our operations, as our services must be maintained at all times.

Click here for a complete position description.

How to Apply:

**Apply here by 11:55pm on July 17, 2017.** Failure to submit complete application materials will result in ineligibility for this position.

- To apply online, applicants must submit a cover letter, resume, work history, and references within the online application system.
  - In your cover letter please include an example of a project that you have previously managed.
  - Within the work history, please complete all fields, including dates of employment.
- Within the online application, please identify three professional references that will be able to speak towards your performance in your current and/or most recent positions. University Housing requires that at least two of the three references be either your current or most recent supervisors. When listing your references to contact, please include the following information:
  - Name
  - Title of their position and relationship to you
  - Phone number
  - E-mail address
- UW-Madison is committed to providing opportunities to people from all backgrounds to help create a welcoming, empowered, and inclusive community. UW-Madison encourages women, minorities, veterans, and people with disabilities to apply.
  - If you need to request an accommodation because of a disability, you can find information about how to make a request at the following website: [http://www.oed.wisc.edu/478.htm](http://www.oed.wisc.edu/478.htm) or contact hr@housing.wisc.edu.
- Applicants who apply for this position may be considered for future vacancies in this title within University Housing.
- For questions, please call 608-262-2766 or email hr@housing.wisc.edu.
- **Information for candidates that have retired from a Wisconsin Retirement System (WRS) participating employer:**
  - If you return to a WRS-covered employer, including the University of Wisconsin after retirement, you are considered a "rehired annuitant." Click [HERE](http://www.oed.wisc.edu/478.htm) for basic information about your benefits if you are a rehired annuitant. Please note that provisions have changed for WRS participants who retired after July 1, 2013.

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University Housing values diversity and is an Equal Opportunity/Affirmative Action employer.