



Position Title: Project Manager

Position #: 00101345

Salary: \$60,000+ minimum annual salary, dependent on experience, plus a competitive benefit package including a generous retirement plan and employer paid family health insurance. Full-time/exempt, (from overtime), benefited position in the 3000 broadband.

Location: Grand Forks, ND

Closing Date: Applications received by January 24, 2018 will receive first consideration. Screening will begin on January 25, 2018. Open until filled.

Description: Serve as project manager for specified NDUS projects and support functions of Enterprise Project Management. Work involves managing projects of small, medium and large size, scope, and risk with general supervision. These projects are characterized as crossing multiple business units with similar or related functions; utilizing new or multiple technologies; high project visibility, impact, and risk; requiring reporting and communication at various levels. In addition to supporting the Enterprise Project Manager function, this position will work with many technical and management personnel from CTS, the 11 NDUS institutions, and appropriate NDUS Office executives. This position will also perform procurement services. This will include informal and formal procurements for CTS, institutions, and NDUS. This position will report to the Director, P3/M and is located in Grand Forks, ND

Minimum Qualifications:

- Bachelor's degree in Business, Management Information Systems, Education or a related field or equivalent combination of education and work experience.
- Two years of experience in project management.
- Knowledge and previous experience working with various IT procedures and systems.
- Demonstrated project management, organizational and analytical skills.
- Demonstrated proficiency with project management tools and PC productivity tools.
- Previous experience managing project cost, schedule, scope, risks, issues and changes.
- Demonstrated experience in leading and motivating project teams including internal IT and business team members and external consultants/vendors.
- Ability to work independently, capable of organizing and prioritizing the work of self and others; handle multiple and sometimes conflicting priorities while maintaining quality and productivity.
- Demonstrated written/oral communication, presentation and interpersonal skills.
- Ability to effectively communicate to all levels of the organization.

Preferred Qualifications:

- Experience working in higher education.
- Certified Associate in Project Management (CAPM) or Project Management Professional (PMP) certification from the Project Management Institute or willingness to work toward this certification.
- Experience working with an enterprise project management tool.

To Apply: Applicants should submit 1). a cover letter **specifically addressing the advertised qualifications** 2). a current resume 3.) the names and contact information (including telephone numbers and e-mail address) of three professional references, either electronically (preferred) to jane.grinde@ndus.edu or by mail to

**North Dakota University System
Attention: Jane Grinde
600 E Boulevard Ave, Dept 215
Bismarck, ND 58505-0230**

by the close of business on the date as listed above. Applicants who are residents of ND and eligible to claim veteran's preference must include Form DD214 with the application for employment; claims for disabled veteran's preference must include Form DD214 and a letter less than one year old from the Department of Veterans' Affairs indicating disability; claims for preference as the eligible spouse of a disabled or deceased veteran must include Form DD214, a marriage certificate and a letter less than one year old from the Department of Veterans' Affairs indicating disability, or the veteran's death certificate. Due to access to restricted information, the successful candidate will be required to complete a satisfactory criminal background check. **Applicants must be eligible to work in the U.S. and I-9 employment certification is required at hire.**

Persons who may need additional job information or may require accommodation or assistance with the application or interview process should contact Jane Grinde at (701) 328-4217, or e-mail jane.grinde@ndus.edu. TTY Number 1-800-366-6888.

Public entities including the State Board of Higher Education and NDUS institutions shall determine finalists for open positions consistent with N.D.C.C. Section 44-04-18.27. Applications for public employment of non-finalists and any records related to those applications which contain information that could reasonably be used to identify an applicant are confidential.

As employers, the State of North Dakota and political subdivisions prohibit smoking in all places of state and political subdivision employment in accordance with N.D.C.C. § 23-12-10.

Equal Opportunity Employer: The State of North Dakota and this hiring agency do not discriminate on the basis of race, color, national origin, sex, genetics, religion, age, or disability in employment or the provision of services, and complies with the provisions of the North Dakota Human Rights Act.

THE NORTH DAKOTA UNIVERSITY SYSTEM was organized in 1990. It is made up of 11 public colleges and universities governed by the State Board of Higher Education. The NDUS is composed of two doctoral-granting institutions (NDSU and UND), two master's granting institutions (MISU and VCSU), two universities that offer baccalaureate degrees (DSU and MASU), and five campuses that offer associate and trade/technical degrees (BSC, LRSC, MISUB, NDSCS and WSC).

The GRAND FORKS community offers an environment with the great amenities offered in larger urban areas, and the safety and convenience of a small community. Greater Grand Forks is an impressively cosmopolitan city, boasting a regional population of roughly 98,000 spanning two states.

Some of the features that make the community a great place to live are diverse educational opportunities, safety and low crime rate, parks and theaters, and a cost of living considerably lower than that found in large cities. To learn more about the community's quality of life, visit www.gfchamber.com