

# Senior Project Manager

## **Harvard University - Greater Boston Area**

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## **About this job**

### **Job description**

Reporting to the Senior Vice Provost for Faculty and Diversity, within the Office for Faculty Development and Diversity the Senior Project Manager will:

- Design, plan, and implementation of new large-scale, university-wide projects, programs, and initiatives in diverse domains of faculty affairs including information technology, processes for recruiting and tracking academic positions, institutional data and research, and communications.
- Strategically partner with Central offices, School administrators, and faculty to develop consensus on systems and their related policies and processes for hiring, promoting, and retaining faculty, postdoctoral, and other academic positions, in line with University policies and federal compliance requirements.
- Serve on the Senior Vice Provost (SVP) management team identifying issues and advising on various policies and processes; serve on University-wide committees and Provost senior staff; represent the Senior Vice Provost at high-level internal and external meetings.
- Supervise and provide performance reviews for staff (currently including a: Project Manager, Program and Events Coordinator, and a Project Coordinator); oversee temporary staff and contractors.
- Manage office budget planning, forecasting, and monitoring); manage budgetary planning for program implementations; aligning plans and priorities with budgetary goals.

- Administer office including; oversee print and web communications; oversee new and existing University-wide data, web, and information systems

## **Desired Skills and Experience**

Bachelor's degree plus seven years of progressive project management experience.

Additional Qualifications: Masters degree or higher. Either Master's degree and 5+ years of successful and increasingly responsible experience in higher education, or alternatively, Doctoral degree and 1-2 years experience in related professional environment that includes project management and working with diverse constituents. Excellent oral and written communication skills essential. Must have exquisite diplomatic judgment and professionalism. Exceptional strategic and organizational skills needed. Because of our focus on evidence and metrics, the successful candidate must have excellent analytic judgment and experience producing, reading, and reporting quantitative data. Entrepreneurial spirit and commitment to teamwork in a fast-paced mission driven work environment. Must be able to handle sensitive situations and confidential information with discretion. Ability to multitask, prioritize, work independently and proactively with limited direction, solve complex problems and work with grace under the pressure of multiple competing deadlines. Familiarity with Harvard or a peer institution strongly preferred.

## **About this company**

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Harvard University is devoted to excellence in teaching, learning, and research, and to developing leaders in many disciplines who make a difference globally. Our Company Page provides general information about Harvard University.

Harvard University is a private university in Cambridge, Massachusetts, U.S., and a member of the Ivy League. Founded in 1636 by the colonial Massachusetts legislature, Harvard is the oldest institution of higher learning in the United States. It is also the first and oldest corporation in North America.

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