The MIT Libraries are seeking an experienced and enthusiastic project manager/business analyst to help enhance the Libraries’ project and portfolio management processes and capacity across the organization. The successful candidate will join the newly created TPIE department, working to deliver on the promise technology holds for the future of library services and spaces through project and portfolio management, user experience, IT governance, service design and development and space planning.

RESPONSIBILITIES: The Project Manager/Business Analyst will report to the Head for TPIE and have major responsibility in the areas of project management and planning; team building and coordination; process management and improvement; business analysis and quality control; and, portfolio management. The PM/BA manages the full project development process including scope development, assessing the impact of change, budget preparation, work plan development, and day-to-day management. S/he plans, directs, and coordinates project team activities to design, deliver and maintain high quality systems and solutions and provides leadership to teams in determining project requirements and translating them into operational plans. The PM/BA identifies, monitors, and reviews all project economics including technology acquisition or development costs, operational budgets, staffing requirements, and risk, and assembles the appropriate blend of resources to meet project requirements. S/he collaborates with MIT Libraries and other campus service providers to evaluate and improve business processes, systems, and services and ensures that appropriate knowledge is transferred to IT, Libraries’ stakeholders, and end users. The PM/BA is responsible for managing concurrent projects, blending traditional project management principles and practices with an Agile development approach to deliver an appropriate balance of agility and predictability. S/he helps manage the organization’s portfolio of work, ensuring transparency and effective communication. The PM/BA supports the intake of projects through a governance process, inclusive of IT projects and broader MIT Libraries initiatives. S/he identifies improvement opportunities, assesses the impact of change, captures and documents requirements, and ensures IT subsequently delivers promised value while supporting the organization through the process. S/he coordinates/leads training efforts for enterprise applications. The PM/BA also helps to manage portfolio management artifacts, decisions, communications, metrics, and reporting.

QUALIFICATIONS: Required – Bachelor’s degree or equivalent experience. At least five years direct work experience in a project management/business analysis capacity, including all aspects of process development and execution. Expert knowledge of both Agile and traditional project management principles and practices and experience with Scrum/Agile methodologies and tools. Demonstrated ability to align project management activities with individual project needs, to blend PM methodologies to meet project requirements, to manage competing demands, and to adapt to shifting priorities and timelines. Evidence of business analysis skills, e.g. requirements gathering, impact assessment, user acceptance testing, use case development, gap analysis. Demonstrated project portfolio management experience, e.g. project intake, prioritization, resource demand planning, communication. Experience managing software development projects and implementation, configuration, and customization of commercial and open source applications. Sufficient technical background to provide credible leadership to IT/development teams and to accurately and objectively evaluate complex project risks and issues. Proven ability to build partnerships and encourage collaboration between individuals and teams and success in working with cross functional teams comprised of both technical and non-technical individuals. Strong critical thinking and problem solving skills and adaptability at conducting research into project-related issues and products. Excellent oral and written communications skills, including influencing and negotiation skills. Strong interpersonal skills including mentoring, team building and conflict negotiation. Preferred – Advanced degree. PMP certification. PMI-ACP, CSM, or equivalent. Experience in higher education.
**SALARY AND BENEFITS:** Salary commensurate with qualifications and experience. MIT offers excellent benefits including a choice of health and retirement plans, a dental plan, and tuition assistance. The MIT Libraries afford a flexible and collegial working environment and foster professional growth of staff with management training and travel funding for professional meetings.

**APPLICATION PROCESS:** Apply online at: [http://hrweb.mit.edu/staffing/](http://hrweb.mit.edu/staffing/). Please include cover letter, resume, and contact information for three references. Review of applications will begin immediately and continue until position is filled. MIT is strongly and actively committed to diversity within its community and particularly encourages applications from qualified women and minority candidates.

*The MIT Libraries* support the Institute's programs of research and study with holdings of more than 2.9 million print volumes and 3.1 million special format items, and terabytes of MIT-owned digital content. In addition, rare special collections, Institute records, historical documents, and papers of noted faculty are held in the Institute Archives and Special Collections. Library resources and services are accessible to students and researchers through the Libraries' website ([http://libraries.mit.edu/](http://libraries.mit.edu/)), and library spaces are widely available for both collaborative work and quiet study. Library resources are supplemented by innovative services for bioinformatics, GIS, metadata, social science and other research data. Through a culture that encourages innovation and collaboration, the MIT Libraries are redefining the role of the 21st century library – making collections more accessible than ever before, and shaping the future of scholarly research. Library staff, at all levels, contribute to this spirit of innovation and to the mission of promoting learning, discovery and the advancement of knowledge at MIT and beyond.

The Libraries maintain memberships and affiliations in ArchivesSpace, arXiv, Association of Research Libraries, the BorrowDirect, Boston Library Consortium, DDI Alliance, DuraSpace, HathiTrust, CLIR/Digital Library Federation, Coalition of Networked Information, Coalition of Open Access Policy Institutions, EDUCAUSE, National Digital Stewardship Alliance, NISO, North East Research Libraries, OCLC Research Library Partnership, and ORCID. The Libraries utilize Ex Libris’ Aleph for its integrated library system and have recently deployed EBSCO’s Discovery Service. DSpace@MIT, a digital repository developed over the past ten years by the MIT Libraries, serves to capture, preserve and communicate the intellectual output of MIT’s faculty and research community. Other MIT repositories include: Dome, a second DSpace instance, providing access to a sizable image collection and other digital collections owned by the MIT Libraries; the MIT Geodata Repository for a diverse collection of GIS Data; and MIT’s DataVerse for licensed social science datasets.

*June 2015*