



## **Project Manager (Digital Library Services - DLS)**

The MIT Libraries seek an enterprising project manager to help build the Libraries' technology infrastructure through project management, business analysis, and in close collaboration with stakeholders. Reporting to the Lead Project Manager, the Project Manager leads planning and execution for Libraries projects ranging from implementation/development of new applications to support MIT Staff and/or the community, building out/improving our discovery and repository ecosystems, and migration of enterprise systems. As a member of DLS's Project Management Office, the Project Manager will employ a variety of project management methodologies, working with cross-functional teams of librarians, archivists, engineers, developers, and UX/UI specialists to deliver transformative digital library services that meet and anticipate the scholarly needs of the MIT community. This role can be filled by a fully remote employee.

### **RESPONSIBILITIES INCLUDE:**

- Creates and executes project work plans, including scope development, establishment of objectives and success criteria, securing resources, day-to-day project and backlog management, project team coaching and coordination, monitoring and review of dependencies, issues and risks, status reporting, and change management;
- Completes project close activities and works with service managers to transfer knowledge and align to service offerings;
- Prepares and manages project communication plan, including status reporting, ensuring all stakeholders and Libraries leadership are informed throughout all phases of the project lifecycle;
- Works with stakeholders to define, challenge, prioritize, and communicate project requirements, use cases and functional specifications;
- Works with team to develop and implement technical solutions;
- Creation and facilitation of planning documentation and recommendation reports;
- Supports the DLS strategic planning process by developing high level scope statements, rough level of estimates, and resourcing requirements for potential projects;
- Supports the lead project manager in portfolio management, through proposal development, and delivery of transparent and concise information about various projects;
- Contributes to the development and refinement of the PMO's processes, best practices, templates, and tools; including growing the use and adoption of JIRA to continuously improve and make projects smaller, modular, and more repeatable.

### **QUALIFICATIONS:**

#### **Required:**

- Bachelor's degree in computer science, information systems, business administration management or a related field
- Minimum of 3 years professional experience in project management, including all aspects of project development and execution
- Knowledge of both Agile/Scrum and traditional project management principles and practices. Demonstrated ability to align project methods with specific project needs
- Demonstrated success managing cross-functional multi-stakeholder projects through to completion, including building and maintaining healthy relationships with all stakeholders

- Excellent oral and written communications skills, such as influencing, negotiation, team coaching and ability to explain, clarify and present complex technical information to stakeholders and the senior leadership team
- Strong Business Analysis skills to develop and document requirements for software, applications, or integrations including requirements elicitation & development, impact assessment, user acceptance testing, use case/user story development, gap analysis
- Strong critical thinking, problem solving skills, and adeptness at conducting research into project related issues and products
- Experience managing software development projects and implementation, configuration, and customization of commercial and open source applications
- Familiarity with level of effort estimation and resource demand planning
- Experience using Jira Software
- Demonstrated commitment to building and advancing diversity and inclusion throughout the project lifecycle, with an understanding of technical platforms as an equity and social justice imperative.

We expect the candidate to be stronger in some qualifications listed above than others; we are committed to helping our future colleague expand their skills, as well as learning from their areas of strength

### **PREFERRED:**

- Advanced degree in management, business, information systems or a related field
- Certifications such as CSM, PMP, PMI-ACP or equivalent
- 3rd party, vendor management experience
- Experience in higher education
- Experience using Jira Roadmaps, Confluence, and/or Jira Service Management
- Experience working with the ITIL framework

**SALARY AND BENEFITS:** This job is a pay Grade 10 with the following range (min-mid-max):

88,685	117,570	146,345
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Actual salary will depend on qualifications and experience. MIT offers excellent benefits including a choice of health and retirement plans, a dental plan, tuition assistance, and fully subsidized MBTA passes for local bus and subway service. Flexible work arrangements, including flex-time and telecommuting, are considered for positions that meet established criteria. The MIT Libraries is a collegial and supportive working environment and fosters professional growth of staff with management training and travel funding for professional meetings

**APPLICATION PROCESS:** Apply online at: <https://hr.mit.edu/careers> applications must include cover letter and resume. Priority will be given to applications received January 21<sup>st</sup>, 2022; position open until filled.

### **ABOUT THE MIT LIBRARIES:**

The MIT Libraries support teaching, learning, and research across the Institute, with millions of resources, deep expertise, and five campus locations where our community consumes and creates knowledge. Our organization is on an exciting journey of transformation, pursuing a digital-first model for research libraries and prioritizing an open scholarship agenda. We aim to exercise bold leadership in defining a model for research libraries in the future, with innovative spaces like the newly renovated Hayden Library and a focus on supporting data-intensive and computational research and learning.

We strive to do great things, powering the MIT community to solve complex problems in the service of humankind, and each member of our 146-person staff has a role to play in pursuing that vision. We're constantly adapting to the rhythms of a changing world, and we welcome candidates who can help us do that in thoughtful and strategic ways that center our mission and values.

MIT Libraries is an environment that welcomes any body, any mind — including all genders — and particularly encourages applications from underrepresented minorities, women, disabled applicants, and veterans. Professionals who enthusiastically embrace the empathy, courage, self-reflection, and respect of a multicultural, diverse, and inclusive workplace and who strive to incorporate those values in their work and interactions are encouraged to apply.