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 TPIE department, working to optimize library technologies, services and spaces for maximum value to the MIT and global communities through project and portfolio management, user experience, and web services.

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 delivery 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 and risks, 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 transparent and inclusive IT governance process. 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 project and portfolio artifacts, decisions, communications, metrics, and reporting.

Examples of MIT Libraries’ IT projects may include the implementation of locally developed open source software or vended systems such as: implementing tools to manage publications under MIT’s Open Access policy, leveraging API’s for digital library or repository services on the DSpace and Fedora platforms, enhancements to the library search and discovery ecosystem, and the implementation of systems, tools and practices for comprehensive digital preservation.

REQUIRED QUALIFICATIONS include some combination of: 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/Scrum and traditional project management principles and practices. Demonstrated ability to align project management approaches 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 familiarity with project portfolio management methods, 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 adeptness 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:** Estimated hiring range is $95,000-$110,000. 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. 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://careers.mit.edu/](http://careers.mit.edu/). Priority consideration will be given to applications received by August 22, 2016. Application must include cover letter, resume, and contact information for three references. MIT is strongly and actively committed to diversity within its community and particularly encourages applications from qualified women and minority candidates.