Project Manager/Business Analyst
Technology Planning, Integration and Experience (TPIE)

This is a two-year term position, with the possibility of renewal.

The MIT Libraries seek an enterprising project manager and business analyst to help shape the Libraries' technology infrastructure through client engagement, project management and delivery, and portfolio management. Reporting to the Head of TPIE, the Project Manager/Business Analyst leads planning and execution for Libraries projects ranging from digitization to web interface development to digital preservation. As a member of TPIE's project management team, 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 technology services that meet and anticipate the scholarly needs of the MIT community.

TPIE is one of two departments that comprise the Digital Library Services directorate. DLS provides technology strategy and planning, software development, user engagement, and web services in support of the Libraries' mission to advance knowledge by providing a foundation for the generation, dissemination, use, and preservation of scholarly information, so that it can be brought to bear on the world's great challenges, and in the cause of social justice

Responsibilities of the Project Manager/Business Analyst include:
- Project planning, through scope and work plan development, budgeting, scheduling, requirements gathering, and establishment of success criteria;
- Project delivery, including day-to-day project and change management, project team coaching and coordination, monitoring and review of dependencies, issues and risks, and coordination of close-of-project knowledge and process transfer;
- Business analysis, engaging with stakeholders and other campus service providers to evaluate and improve the Libraries' technology processes, systems, and services;
- Project communication, including establishment of communication plans and structures, ensuring that stakeholders, team members, business owners, and Libraries leadership are informed and engaged throughout all phases of the project lifecycle; and
- Portfolio management, supporting organizational decision-making through identification of potential process improvements, and delivery of transparent and concise information about the Libraries' full technology portfolio.

QUALIFICATIONS include a bachelor's degree in management, business, statistics, or related field, a minimum of five years professional experience in a project manager / business analyst capacity (or blended role), including all aspects of project development and execution, and some combination of:

- Expert knowledge of both Agile/Scrum and traditional project management principles, practices or tools, and a demonstrated ability to align project management approaches with individual project needs.
- Demonstrated success managing cross-functional multi-stakeholder projects through completion and handoff.
- Demonstrated success building and maintaining healthy, long-term, multi-project relationships with a variety of stakeholders.
- Excellent oral and written communications skills, including influencing and negotiation skills.
- Direct experience working with software developers and third-party technology service providers, and direct experience with technical implementation, configuration, and customization projects.
- Familiarity with project portfolio management methods, e.g. project intake, prioritization, sequencing, resource demand planning, communication.
- Demonstrated critical thinking, problem solving skills, and adeptness at conducting research into project- related issues and products.
- Demonstrated business analysis skills to develop and document requirements for software, applications, or services including requirements elicitation, impact assessment, user acceptance testing, use case development, or gap analysis.

Preferred:
- Experience leading or participating in IT Security or Audit projects
- Awareness of IT security related practices or protocols
- Advanced degree in management, business, statistics, or related field.
- PMP certification. PMI-ACP, CSM, or equivalent
- Experience in higher education.

SALARY AND BENEFITS: $90,000 minimum salary. 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: http://careers.mit.edu/. Applications must include cover letter and resume. Priority will be given to applications received by January 7th, 2019; position open until filled. MIT is strongly and actively committed to diversity within its community and particularly welcomes applications from qualified women and minority candidates. Professionals who enthusiastically embrace the empathy, courage, self-reflection and respect of a multi-cultural, diverse and inclusive workplace, and who strive to incorporate those values in their work and interactions are encouraged to apply.

The MIT Libraries are dedicated to advancing research, teaching, and learning at MIT and beyond. In addition to supporting every part of the Institute with distinctive collections, world-class service and expertise, and welcoming spaces, the Libraries seek to define the global research library of the future. We aim to play a leading role in advancing knowledge to solve global challenges by enhancing the discovery, use, collection, creation, management, dissemination, and preservation of information across disciplines. Library staff at all levels contribute to this mission and to a culture that values openness, inclusion, innovation, and community.

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