The MIT Libraries seek an enterprising project manager and business analyst to help build the Libraries’ technology infrastructure through project management, business analysis, portfolio management, and collaboration with stakeholders. 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 migration of enterprise systems. 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 digital library 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 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 backlog 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.
- Contribute to the development and refinement of the team’s best practices, templates, and tools; champion the use and adoption of practices and tools such as JIRA to continuously improve and make projects smaller, modular, and more repeatable.

QUALIFICATIONS:

- Bachelor’s degree in management, business, technology or a related field
- Minimum of 3 years professional experience in a project manager / business analyst capacity (or blended role), including all aspects of project development and execution
Expert 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 completion and handoff, including building and maintaining healthy relationships with stakeholders, business owners or customers.

Excellent oral and written communications skills, such as influencing, negotiation, and team coaching.

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.

Direct experience working with software developers and third-party technology service providers. Direct experience with technical implementation, configuration, and customization projects, which may be open source or commercial solutions.

Experience managing software development projects and implementation, configuration, and customization of commercial and open source applications.

Familiarity with project portfolio management methods, e.g. project intake, prioritization, sequencing, resource demand planning, communication.

PREFERRED:

- Advanced degree in management, business, information systems or a related field
- Certifications such as CSM, PMP, PMI-ACP or equivalent
- Experience using JIRA or similar tools to manage and distribute work across teams

**SALARY AND BENEFITS:** $83,595 minimum salary (MIT grade 10). 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/](http://careers.mit.edu/). Applications must include cover letter and resume. Priority will be given to applications received by **August 23rd, 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.