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ADMINISTRATION POSITION OPPORTUNITY

Job Title: ERP Project Manager
Division/Department: Information Technology Services
Reporting To: Senior Project Manager
Salary: To be determined

Competition #: 2019-960
Status: Contract
Campus: North

POSITION SUMMARY:

Humber College is looking for a Project Manager to assist with the implementation of a number of Information technology projects at Humber.

Under the direction of the Senior Project Manager, the ERP Project Manager will be responsible for planning, coordinating, and facilitating, all the activities required to deliver Enterprise Projects from the development and testing environments into Production. The ERP Project Manager will work with management, functional and technical teams. The Project Manager will be working with Business Owners and the ITS team to define and clarify project scope and objectives, identify all linkages and dependencies with other projects and develop strategies to successfully achieve project results.

In addition, the ERP Project Manager will assist in the development of tools that would be used by the project teams to support their project planning and implementation processes.

The candidate should have exposure to large-scale ERP implementations - (e.g. Banner, CRM, LMS, Flexible learning) and some experience with infrastructure/Networking projects.

The project manager is expected to communicate effectively (written and oral) with project resources, institutional stakeholders and business owners, and manage activity outcomes of the work team to ensure milestones, timeline and functionality are achieved based on the scope of the project.

Duration of Need: 3 Years

Hours of Work: 37.5 hours per week

QUALIFICATIONS:

- University Degree in related field and PMP Designation
- Minimum 6 years' experience in Project Management
- Demonstrated ability in leading and managing multiple projects and matrix teams
- Experience in the education sector, preferred but not mandatory
- Experience leading projects involving 3rd party software implementations, integrations, and migrations
- Excellent organizational skills with demonstrated ability to execute projects on time and on budget
- Ability to liaise with the organization to support progress on the project tasks and issues

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- Excellent interpersonal skills, with the capability of providing leadership to a diverse project team and interact comfortably with senior personnel in the organization
- Comfortable working with Business owners and technical IT subject matter experts
- Excellent written and oral communication skills coupled with the ability to write or edit high quality business documents (e.g. project plans, risk management plans, communication plans, progress reports, project wrap-up documentation)
- Excellent presentation, interviewing, facilitating, and negotiating skills
- Superior meeting and time management skills
- Proficient in the direct management of cross-functional project teams
- Proficient with project management tools i.e. MS Project

***We thank all applicants for their interest in this position. However, only those selected for an interview will be contacted.**

Humber College is committed to a workforce that reflects the diversity of our students and our city. We actively seek qualified individuals from equity seeking groups with demonstrated skills and knowledge to deal with all aspects of equity, diversity and inclusion in a post-secondary environment. Humber College is committed to accommodating applicants with disabilities throughout the hiring process, in accordance with the Accessibility for Ontarians with Disabilities Act (AODA). Our Recruitment Coordinators will work with applicants requesting accommodations at any stage of the hiring process. This document is available in alternate formats upon request.

OPEN DATE: June 10, 2019

CLOSE DATE: June 28, 2019

All candidates are asked to submit a cover letter and resume to HR Services by applying online at: <http://www.humber.ca/careers>