Sheridan

IT Project Coordinator (Temporary)

Faculty/Department: Information Technology	**Employee Group:** Support Staff-Appendix D
Campus: Trafalgar (May be assigned activities at any Sheridan campus)	**Payband: I**
Reference Number: 20/S/13	**Hourly Range: $34.01 - $39.41**
Application Deadline: March 6, 2020	**Hours/Week: 40**
Application Details: This is a temporary position that may continue up to February 09, 2022	**Hours:** 8:30 – 5:00

Reporting directly to the Manager, IT Project Services; the incumbent is a primary contact between the user community of all campuses and the Information Technology department for the management, coordination and dissemination of IT projects portfolios. The incumbent works closely with the Manager, IT Project Services, staff and other areas of the College in order to ensure proper IT portfolio alignment for HR, Finance, Student Affairs and all other areas of the College. The incumbent provides administrative support, analysis, advice, business management and project management support for the portfolio of projects managed in the department. The incumbent provides guidance through the implementation and maintenance of the various portfolios spanning across several committees

Specific Responsibilities Include:

- Consulting with the user community and bringing together the necessary resources to deliver on portfolio reporting;
- Liaising between the IT's Project Management Office and other Sheridan departments;
- Leading feasibility studies, project implementation, including defining the project, monitoring progress and planning the required sequence of activities;
- Participating and leading IT projects including planning, coordinating and tracking technology components at the College;
- Collecting and verifying project status information for each stream in the overall portfolio;
- Updating project dashboard;
- Coordination of the project intake and prioritization process;
- Training users on Project Management Software, IT products, processes and Sheridan specific setup and configurations;
- Analyzing and appraising current practices, participating on committees;
- Performing other related duties as assigned.

Qualifications:

The successful candidate will possess a 3-year diploma/degree in Engineering, Business Management, Commerce, Project Management or a related field, along with a minimum of 3 years of business administration experience including project administration (planning, coordinating, and tracking projects), and experience tracking budget expenses (or an equivalent combination of relevant education and experience). The incumbent will possess good working knowledge of MS Office suite along with knowledge utilizing project management tools (i.e. Microsoft Project) and cloud-based work management tools for enterprise (i.e. Workfront). ITIL foundation (industry framework qualification for Service Management) would be considered an asset. Excellent listening, oral and written communication and problem-solving skills are a must along with the ability to multi-task effectively and work well as a team member and independently. Must have demonstrated customer service orientation and work effectively with customers to achieve suitable solutions for all parties.

Sheridan welcomes diversity in the workplace and encourages applications from all qualified individuals, including visible minorities, Indigenous People, and persons with disabilities. In accordance with the Accessibility for Ontarians with Disabilities Act (AODA), Sheridan is committed to accommodating applicants with disabilities throughout the hiring process. At any stage of the hiring process, Human Resources will work with applicants requesting accommodation.

Note: Copies of educational credentials are requested at the time of an interview. As a condition of employment, Sheridan requires confirmation of educational credentials in the form of an official Canadian transcript or an official evaluation of international credentials which determines Canadian equivalency.

Please apply online: https://www.sheridancollege.ca/working-at-sheridan.aspx