Sr. IT Project Administrator (IT@JH University Information Systems)

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Type: Full-Time
Salary: $73,300 - $128,300 per year
Posted: 3 days ago
Category: Other IT

IT@JH University Information Systems (UIS) is seeking a ***Sr. IT Project Administrator*** to oversee and facilitate the successful management of projects within the UIS team. This team encompasses sub teams for Salesforce Business Solutions, Student Information Systems and Academic Support Systems. In this role, you will work under the guidance of other project managers to ensure the effective delivery of business solutions and student-facing technologies by coordinating efforts, managing resources, and aligning projects with institutional goals.

Specific Duties & Responsibilities

> The responsibilities listed below are typical examples of the work performed by this position. Not all duties assigned to this position are included, nor is it expected that everyone in this position will be assigned every job responsibility.

Leads Projects

- Leads one or more IT related projects within the constraints of scope, quality, time and cost to meet the specified requirements to the satisfaction of the customer. Coordinates the people, work and resources involved.
- Leads the people, work and resources involved.
- Assigns resources necessary to carry out the project.
- Gather information to plan, organize, direct, implement and evaluate requirements and tasks.
- Ensure all requirements and objectives are properly documented at project onset.
- Identify deviations from the plan
- Escalate decisions and unresolved issues.
- Owns project documents and communication plans.
- Maintains project documents which may include scope documents, project plans, project charters and communications plans.
- Maintains issues list and coordinates the resolution.
- Effective use of PMO project management system(s).

Communicate Effectively with all Projects Participants

- Understand project interdependencies and shared responsibilities for resource management that may span multiple IT disciplines.
- Work proactively through facilitation and communication to minimize conflicts.
- Identify and communicate areas where resources allocation is not aligned with the need.
- Communicate needs for resources to managers throughout the organization.
- Adapt to issues that have the potential to impact project milestone dates. Be prepared to communicate changes in plans to accommodate.
- Anticipate political sensitivities and communicate appropriately.
- Be flexible to accommodate changing needs both within and outside the organization.
- Serve as escalation point for issues that arise.
- Communicate project status, issues, budget.
- Prepare status reports, presentations appropriate for various levels of management and staff, including budget-related details.
- Create and distribute meeting documents including agendas, minutes and issue lists.

Scope and Budget Management

- Creates budgets associated with projects for review by project stakeholders.
- Develops project budgets not to exceed bottom line expenditures without variance approval.
- Reports financial status to appropriate project participants.
- Oversees the procurement process and identifies potential budget issues.
- Research pricing and financing options of capital and operating costs.
- Use a systematic approach to preparing RFPs, comparing options to business needs, researching vendor's stability and references.

Develop Project Requirements

- Facilitate project requirements development and tracking.
- Document and catalog project requirements.
- Conduct project requirements gathering efforts.
- Gather end-state goals and objectives
- Gather and record success criteria for implementation.
- Create and review data gathered for overall project justification.
- Create needs analysis documentation.
- Gather data for budget estimates, scope, resource and implementation time estimates.
- Ensure that software/hardware solution aligns with business requirements throughout implementation process
- Develop prioritization process
- Develop a business justification for the project. The justification should include possible ROI or alignment with businesses' strategic initiatives

- Other duties as assigned.

In Addition to the Duties Described Above

Support and oversee project management activities, ensuring timely delivery of projects within scope and budget under the supervision of senior project managers.

Develop and implement comprehensive testing plans to ensure that project deliverables meet quality standards and functional requirements prior to deployment.

Coordinate user acceptance testing (UAT) with stakeholders, ensuring that feedback is captured and addressed effectively.

Establish and maintain quality management processes to monitor and evaluate project performance, adherence to standards, and continuous improvement.

Monitor project progress and performance, identifying potential risks and implementing mitigation strategies to resolve issues as they arise.

Coordinate scheduling and resource allocation, ensuring that teams have the necessary support and tools to complete their projects successfully.

Implement best practices in project management methodologies, focusing on continuous improvement and efficiency.

Facilitate project meetings, workshops, and brainstorming sessions to drive collaboration and innovative solutions.

Assist in prioritizing project initiatives based on institutional needs, resource constraints, and strategic goals.

Minimum Qualifications

- Bachelor's Degree.
- Five years of related experience, including two years of Project Administration.
- Additional education may substitute for required experience and additional related experience may substitute for required education beyond a high school diploma/graduation equivalent, to the extent permitted by the JHU equivalency formula.

Preferred Qualifications

- Experience with data analysis and reporting, particularly related to educational or student success metrics.
- Familiarity with change management principles and practices.
- Understanding of regulatory requirements and compliance within higher education.
- Project Management Professional (PMP) certification.

- Practical experience using AI tools to improve project documentation and reporting; strong prompt-writing skills and ability to validate and sanitize AI outputs. Familiarity with data privacy and governance best practices related to AI.

Preferred Skills

- Strong understanding of project management methodologies (e.g., Agile, Waterfall) and best practices, as well as familiarity with relevant project management tools (e.g., Jira, Confluence, Smartsheet, Microsoft Office 365).
- Proven experience with IT solutions, demonstrating a solid grasp of their functionalities and strategic importance in an educational context.
- Excellent organizational and time-management skills, with the ability to manage multiple projects simultaneously and meet deadlines.
- Strong analytical and problem-solving skills, with the ability to think critically and make informed decisions.
- Exceptional verbal and written communication skills, with a focus on building relationships and fostering collaboration among diverse teams.
- Demonstrated ability to work effectively in a team-oriented environment while also being self-motivated and proactive in addressing challenges.

Classified Title: Sr. IT Project Administrator
Job Posting Title (Working Title): Sr. IT Project Administrator (IT@JH University Information Systems)
Role/Level/Range: ATP/04/PE
Starting Salary Range: $73,300 - $128,300 Annually (Commensurate w/exp.)
Employee group: Full Time
Schedule: Mon-Fri, 8:30am-5pm
FLSA Status: Exempt
Location: Remote
Department name: IT@JH University Information Systems
Personnel area: University Administration

The listed salary range represents the minimum and maximum Johns Hopkins University offers for this position, based on a good faith estimate at the time of posting. Actual compensation will vary depending on factors such as location, skills, experience, market conditions, education, and internal equity. Not all candidates will qualify for the highest salary in the range.Johns Hopkins provides a comprehensive benefits package supporting health, career, and retirement. Learn more: https://hr.jhu.edu/benefits-worklife/.Equal Opportunity Employer All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or status as a protected veteran.EEO is the Lawhttps://www.eeoc.gov/sites/default/files/2023-06/22-088_EEOC_KnowYourRights6.12ScreenRdr.pdf