

Project Mgr, Medievalist

Description

Purposes:

It is expected the Medievalist Project Manager will require some initial training and supervision in doing his/her work. The incumbent coordinates and manages the planning, producing, and implementing process to create new and revised products and services. This work involves intra-departmental teams of up to eight members. These products consist of modest sets of deliverables that use proven resources. The projects managed are of low complexity and have a limited scope and time frame. Medievalist Project Manager is responsible for seeing the project from initiation to delivery. This position plans and directs the schedule, and manages the project budgets. Medievalist Project Manager interfaces with department directors.

The Medievalist will be an enhanced Project Manager Position requiring all of the current Project Manager responsibilities in addition to strong genealogical with medieval background. To analyze and define proposed projects from a high, overview level down to detailed work level and steps including work flow, system requirements, automated tools and supporting documents.

Responsibilities:

- 30-40% Communications Management. Uses standard processes to ensure timely and appropriate generation, collection, dissemination, storage, and ultimate disposition of project information. Provides the critical links among people, ideas, and information that are necessary for success.
- 15-20% Analyzes and determines complex problematic genealogies.
- 10-20% Scope Management. Uses standard processes to ensure projects include all and only the work required to complete the project successfully
- 10-20% Time Management. Uses standard processes to ensure the timely completion of projects.
- 10-20% Cost Management. Uses standard processes to ensure projects are completed within the approved budget.
- 10-20% Quality Management. Uses standard processes to ensure the project will satisfy the needs for which it was undertaken.
- 10-20% Human Resource Management. Uses personal skills and standard processes to make the most effective use of the project team.
- 5-10% Risk Management. Uses standard processes to identify, analyze, and respond to project risk.
- 0-20% Procurement Management. Uses standard processes to acquire goods and services from providers.

Qualifications

- Must have a Bachelor's degree and professional training in a discipline that supports the

projects being managed (e.g., information technology, audiovisual production, curriculum development, event management, etc.).

- Must have 3 years in a discipline that supports the projects being managed (e.g., information technology, curriculum development, audiovisual production, event coordination, etc.). Two of the 3 years must include project team experience.
- Must faithfully pursue obtaining the Project Management Institute's Project Management Professional (PMP) certification within a reasonable time frame.
- Must meet other department certification requirements.
- Requires basic understanding of PM practices.
- Must be goal oriented, action-focused, pragmatic and self-disciplined.
- Must possess good written and verbal communication skills necessary to generate basic reports and log assignments relevant to tracking functions for the department.
- Must possess good human relations and customer service skills.
- Must be successful in dealing with individuals and small groups.
- Requires a foreign language (European) with written and oral skills
- Requires strong genealogical skills with international accreditations with preferred medieval experience.
- Have paleography skills to read old hand writing.
- A background in record linking and family reconstitution background is desired.

Profile

Job Field <http://www.slc-staffing.com>

Locations UT-Salt Lake City

Organization Information

Schedule Full-time