

Job Description:
Project Manager
Brooklyn ,NY

THE
PACKER
COLLEGIATE INSTITUTE



Summary

Position Title: Project Manager
Reports to: Chief Financial Officer
Organization: The Packer Collegiate Institute
Location: Brooklyn, New York
Start date: Fall, 2017
Benefits: Competitive salary and generous benefits package



The Packer Collegiate Institute

Now in its 172nd year in historic Brooklyn Heights, The Packer Collegiate Institute is exceptionally proud of the outstanding education offered to children from three years of age through high school. With the conversion of the contiguous St. Ann's Church into a stunning Middle School for students in Grades 5 through 8, and complete renovations of the Lower School, the Science Building, and Upper School classrooms, Packer accommodates its 1,000 students in a campus that is beautiful, historic, and fully modernized.

Packer has become the school of choice for families in Brooklyn and Manhattan primarily because of its extraordinary faculty. In addition, parents are drawn to Packer because of the sense of values the school reflects and instills in its students. Learning at Packer is a shared adventure, fueled by the energy of the students and their teachers in an environment one must experience to comprehend.

Quick School Facts

Founded: 1845
Enrollment: 1,000
Grades: PK-12

The Position: Project Manager

Summary

The Project Manager is a critical position within the administrative operations of Packer, reporting directly to the Chief Operations Officer/Chief Financial Officer (COO/CFO). The Project Manager is responsible for ensuring that all Administrative IT projects are delivered on time and on budget, the coordination of both internal and external resources on a project-by-project basis and the assurance that all resources are properly allocated and managed towards successful project completion. The scope of this position may also include other institutional projects, as directed by the COO/CFO.

Job Responsibilities

- Coordinate both internal and external resources for the successful execution of all Packer Administrative IT projects.
- Ensure that all Packer Administrative IT projects are delivered on time and on budget.
- Develop project scope and objectives, involving all relevant Packer stakeholders.
- Identify and secure the proper resources and monitor their availability and allocation.
- Develop a detailed project plan to track all Packer Administrative IT projects.
- Use best practices and tools to monitor and report on all Packer Administrative IT projects.
- Manage the relationships between internal stakeholders, administrative IT, and third party vendors on a project-by-project basis.
- Perform project risk management to identify and report on project risk.
- Create and maintain comprehensive project documentation.

Job Requirements

- Proven experience as Project Manager, or equivalent role in an educational institution.
- Solid technology and project management skills.
- Strong competency in technology research and business analysis.
- Excellent leadership, communications, and interpersonal skills.
- Strong organizational and attention to detail skills.
- Advanced degree in relevant area of study required.
- PMP certification strongly desired.
- Experience with Atlassian JIRA is a plus.
- Demonstrated ability to effectively manage change
- Well-developed collaborative work style; ability to interact with employees at all levels of the community
- A creative self-starter who brings wisdom, perspective, confidence and excellent problem solving skills to the position
- Demonstrated ability to develop and manage a budget
- Excellent oral and written communication skills
- Strong analytical skills with the ability to quickly and regularly adjust strategy based on the School's needs
- An independent and strategic thinker capable of understanding the full scope of projects while seeing individual tasks through to completion
- A strong commitment to education

Notice of Non-Discrimination Policy

The Packer Collegiate Institute does not discriminate on the basis of race, color, sex, religion, national origin, sexual orientation or disability in the administration of its educational, admissions, and financial aid policies, faculty and staff recruitment and hiring policies, athletics or other programs or activities administered by the school. We have a strong institutional commitment to building a pluralistic faculty and staff and actively encourage applications from a diverse pool of candidates.

To Apply

Auxiliary Services Organization (AUXS) is acting on behalf of Packer Collegiate Institute to recruit candidates for this position. Please direct all inquiries to Chris Wright at cwright@auxs.org.

Candidates should send the following PDF attachments to **cwright@auxs.org**:

1. Cover letter addressed to:
The Packer Collegiate Institute
RE: Project Manager
c/o AUXS
2. Resume or CV
3. Summary of major projects or initiatives that you have managed (i.e. size, scale, budget, etc.) and impacts on organization.