BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: IT Project Coordinator

DEPARTMENT: Information Technology

FUNCTION: Coordinates individual projects and ensures quality work is done on time and budget.

REPORTS TO: IT Project Manager

SUPERVISES: N/A

MAJOR RESPONSIBILITIES:

Responsibilities include but are not limited to:

1. Analyzes project needs, defines project objectives and oversees quality control throughout the project life cycle.
2. Revises work plans as needed and documents technical and project information.
3. Coordinates and leads activities related to individual projects, including budget tracking and monitoring, reporting project status and metrics, and ensuring adherence to Project Management (PM) methodologies and procedures.
4. Performs additional tasks or duties as assigned by the IT Project Manager or other designated management.
5. Developing, implementing, scheduling and delivering employee training sessions on new technology.
6. Designing training manuals, visual aids and various support materials to be used as reference for classroom and web learning environments during training sessions.
7. Serving as a resource for all IT related projects and managing the deployment, monitoring, maintenance, development, upgrade and support of all IT systems, including telecommunications, servers, PC’s operating systems, hardware, software, peripherals and office automation equipment, which may require overnight work.
8. Establishing and maintaining regular written and in-person communications with vendors, department heads and faculty to identify, recommend, develop, implement and support cost-effective technology changes, upgrades and solutions.
9. Assessing project issues and developing resolutions to meet productivity and manage quality assurance.
10. Providing professional technical support on hardware, software and network related issues to faculty, staff and students.
11. Assist in procurement of project hardware and software.
MINIMUM QUALIFICATIONS:

Knowledge, Skills and Abilities: Demonstrates understanding of the community college mission and practices an open door policy. Has intermediate proficiency in the use of the Microsoft Office suite. Exhibits strong skills in:

- Communication
- Customer and Student Focus
- Building Relationships
- Organizing
- Planning

Education: Bachelor’s degree in Information Technology or related field OR Associates Degree with four years of work related experience leading projects required; Project Management Professional (PMP) Certification or equivalent a plus.

Experience: Minimum of 1 year in project management in an IT environment required; familiarity with IT Governance and Best Practices would be a plus. Some scheduling and budgetary management experience is preferred.

*Bergen Community College is an equal opportunity employer and does not discriminate on the basis of race, color, religion, age, sex, national origin, disability, or veteran status.*

Submitted by: _____________________ Date: ____________
Name/Title

Approved by: _____________________ Date: ____________
Name/Title

Reviewed by: _____________________ Date: ____________
Human Resources

Board Approval: _____________________ Date: ____________
Board Approval

THE COLLEGE RESERVES THE RIGHT TO MODIFY JOB DESCRIPTIONS AT ANY TIME WITH OR WITHOUT NOTICE