PROJECT MANAGER POSITION
JOB DESCRIPTION

RESPONSIBILITIES:

Desire a highly competent and highly motivated professional Project Manager responsible for planning, executing, and finalizing Information Technology (IT) e-learning Enterprise projects according to strict deadlines and within budget. This includes acquiring resources and coordinating the efforts of team members and third-party contractors or consultants in order to deliver projects according to plan. The Project Manager will also define the project's objectives and oversee quality control throughout its life cycle. The Project Manager will ensure that team activities are carried out in accordance with established specifications, schedules, and budgets. The Project manager will ensure completion of all contract tasks and deliverables in accordance with contract requirements. Additionally, the Project Manager will supervise project team members and monitor/review their progress, coordinate and interface with customer personnel in the execution of project tasks, and manage subcontractor personnel to ensure completion of subcontract requirements.

QUALIFICATIONS

REQUIRED EDUCATION/SKILLS: Bachelor's Degree in Computer Science or related discipline; master's degree preferred. 10 years of experience in the design and implementation of e-learning based Learning Content Management and Learning Management Systems. Experience in instructional design, assessment and learning needs analysis, as well as web-based training design and development. 8 years of demonstrated relevant experience in project management. Familiar with Blackboard, Sharepoint, Portal, and Content Management, and Windows Server Environments. Must be able to learn, understand, and apply new technologies.

DESIRED SKILLS: Project Management Professional certification preferred. Strong familiarity with project management software. Must possess strong verbal and written communications skills and interpersonal skills. Ability to effectively prioritize and execute tasks in a high-pressure environment is crucial.

Security Clearance Required: Secret