



About DXtera Institute

DXtera Institute is a nonprofit, member-based consortium of higher education professionals collaborating to remove technology barriers so that institution leaders, faculty, staff and students have efficient access to information needed to transform student outcomes. With partners across the U.S. and Europe, our consortium includes some of the brightest minds in education and technology, all working together to solve critical higher education issues on a global scale.

We collaborate, share expertise, resources and scalable solutions to remove digital integration barriers, and improve the capacity of the institution to access and use data in a way that will promote student success and increase college completion. We provide training, knowledge, and expertise that colleges and universities desire to promote student success by removing the digital integration barrier.

Our team of experts is growing to better serve our rapidly growing network of members. We're seeking a Technical Program Manager for our technology team.

Project Manager Overview:

This Project Manager will manage one or more projects potentially including large, complex, multi-organization projects with broad scope and multiple product deliverables. In addition, this role:

- Works with DXtera leadership to articulate project strategy, shape and effectively implement budget, to assess needs and prioritize resources.
- Collaborates with senior leadership to ensure project(s) meet milestones and deliverables, and support the needs of the stakeholder.
- Reinforces team approach throughout, by building relationships and collaborating with internal and external DXtera teams and other stakeholders.
- Provides project leadership, reviewing the work of others and ensuring that quality standards are met.
- May provide input to leadership on staff hiring and performance issues, as well as train staff and oversee their productivity.

The Project Manager reports to the President of DXtera and may oversee work of others, including planning, assigning, and scheduling work. This position will start off part time with the potential to move to full time.

The Project Manager determines appropriate work methods, plans, schedules, and prioritizes work based on goals and objectives to be achieved, within standards of work unit; carries out work activities independently. The PM will also consult with senior leadership to resolve unusual problems or for general direction and to assure work is aligned with organizational goals.

General Responsibilities:

- Overall management of numerous simultaneous software development and other technical projects and associated resources (including space, timeline, budgets, etc.)
- Ensures alignment of projects and project portfolio to consortium objectives and priorities
- Identifies, develops, deploys and manages project resources, tracks project budgets and creates project status reports for review by DXtera leadership, product owners and project stakeholders
- Communicates project goals within DXtera; builds relationships as appropriate with all collaborating stakeholders and organizations, both internal and external, and



- engages with others on behalf of the project(s)
- Develop and monitor project milestones and deliverables and works to remove process and operational barriers for successful operation of the project(s)
- Identifies, develops, and initiates innovations and solutions where precedents and procedures may not exist
- Writes and presents reports and/or proposals for internal and external audiences
- other duties as needed or required.

Requirements:

Technical:

- Demonstrated familiarity with the systems and processes of higher education and related technologies and applications
- Demonstrated ability to lead and deliver software development and other technical projects to completion
- Requires advanced expertise with in-depth understanding of concepts and principles underlying information technology. Requires knowledge and skills in current software technologies, service based architectural principles, and project and product management methodologies
- Familiarity with contemporary industry trends and developments in software technologies and project management techniques
- Able to articulate technical and non-technical issues associated with emerging technologies in higher education

Non-technical:

- Experience working on projects at two- and four-year institutions of higher education
- Experience leading and managing multiple projects simultaneously as evidenced by work history
- Experience leading complex projects involving multiple organizations for diverse stakeholders as evidenced by work history
- Experience managing project resources, including budgets, spaces, equipment, etc. as evidenced by work history
- Demonstrated experience leading teams
- Familiarity with generally accepted project management principles
- Demonstrated ability to collaborate with, and influence others across multiple organizations or institutions
- Ability to build community and collaborate with internal and external stakeholders
- Excellent communication skills, both written and presentation, including the ability to clearly communicate project goals, institutional service and support offerings
- Excellent organizational and analytical skills including demonstrated ability to assess, evaluate, and implement organizational initiatives, and present creative solutions
- Able to work independently and with partner organizations to engage in creative uses of technology in education
- Positive contributor to the company culture
- Bachelor's or master's degree, or an equivalent combination of education and experience
- Accredited project management certification a plus

Qualified candidates should email their resume to: terri.shea@stradaeducation.org