



Program Manager – Administrative Systems Procurement and Implementation Support in Education

The Center for Educational Leadership and Technology (CEL T) helps learning organizations select and deploy the administrative systems necessary for teaching and learning, finance and human resource management, data-driven decision-making, transportation, nutrition services, and more. Tasks include preliminary needs analysis activities, identification of functional requirements and performance specifications, RFP development, respondent vendor scoring, and implementation support / project management. We are seeking a full-time Program Manager to assist with all facets of our procurement and implementation practice area.

Responsibilities:

- Plan, direct, and coordinate project activities for successful completion of all project deliverables.
- Assist with determining total cost of ownership and evaluation criteria.
- Identify changes from original scope, document work order changes, obtain signoffs on change requests, and communicate changes to stakeholders.
- Participate in executive-level meetings, briefings, and presentations.
- Establish and maintain working relationship with project stakeholders – internal and external.
- Lead review meetings to manage and resolve issues.
- Collaborate with Project Management and Finance Offices to monitor billable time, progress on deliverables, and the financial health of project.

Skills and Knowledge:

- Exceptional project management acumen
- Leadership and team-building skills – focus group management
- Strong and demonstrable writing, researching, and planning skills
- Experience with data governance and management and process improvement management

Technical Requirements:

- Expert-level Microsoft Project acumen
- Excellent working knowledge of MS Office Suite – especially Word and PowerPoint
- Familiarity with SharePoint and other content / knowledge management platforms

Required:

- Master's degree preferred
- Familiarity with administrative systems in education required
- Minimum of 3 years' experience working in education management, administrative systems design and implementation, and / or related consulting industries
- Ability to travel up to 20%

If interested and qualified, please send resumes and salary history to dkrongard@celtcorp.com