

Job details

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Original Posting Date	10-Nov-2009
Referral Bonus Eligible	No
STARS Requisition number	8680BR
Department	Digital Infrastructure
University Generic Title	Project Manager
Posting Position Title	Project Manager, Digital Asset Management Infrastructure
Bargaining Unit	None
Job Category	Managerial & Professional
Type of Employment	Full Time
Duration Type	Regular
Salary Grade (Min/Max)	27
Work Week	Standard - 37.5 hrs (M-F, 8:30-5:00)
Work Location	Central Campus
Worksite Address	234 Church Street, 7th Floor
Position General Purpose	<p>Yale's Office of Digital Assets and Infrastructure (ODAI) is charged with developing a digital information management strategy for Yale and building digital collections and technical infrastructure in a coordinated and collaborative manner across the entire campus. Programs include the development and deployment of large-scale digital asset management systems, long-term preservation repositories for Yale digital content in all formats, cross-collection search capabilities to enable discovery of collections hosted by numerous departments and many other innovative initiatives.</p> <p>Reporting to the Digital Information Architect, manage the core projects comprising the ODAI infrastructure and related support services. This includes but is not limited to digital asset management systems, digital library systems, knowledge management systems, media processing systems and storage systems. Coordinate activities within the ODAI and across distributed work teams assembled from ODAI staff, faculty and staff from academic units, academic partners, University service providers, external solution providers and consultants.</p>
Essential Duties	<p>1. Work with distributed project teams to develop long term plans and establish milestones for all phases of the project lifecycle – 1) establishing requirements, product development, quality assurance,</p>

and deployment of new services, 2) production, maintenance, and upgrades, and 3) end-of-life and forward migration of content and data to new systems.

2. Work with distributed project teams to develop detailed and viable project plans that clearly delineate timelines, roles, responsibilities, resources, and measures that will lead to the successful completion of the project or specific phase of the project.

3. Manage the timeline, work effort, and budget of each project.

4. Monitor the progress work teams are making relative to the project plans and produce regular reports on this information to the project teams and ODAI. Collaborate with the project teams and stakeholders to modify plans when adjustments are needed.

5. Function as primary project liaison for ODAI to academic units, academic partners, university service providers, external solution providers, and consultants.

6. Implement a communications system to keep project teams, constituents, and ODAI informed as to the essential components of the projects, their working history, and their current status and activity.

7. Work collaboratively across project teams and with the Yale community to evangelize ODAI activities and foster adoption of ODAI services.

8. Plan and participate in assessment and usability activities.

Education and Experience

1. Bachelor's degree and seven years of experience in a related field; or an equivalent combination of education and experience.

2. Preferred: MS Degree in Computer Science, Information Systems, Information Science, Business Administration or other related field.

Additional Education and Experience

1. Five years of project management experience.

2. Preferred: Broad understanding of digital asset management systems, digital library systems, knowledge management systems, media processing systems, storage systems and associated technologies; certification in project management.

Skills & Abilities

1. Strong project management skills, including the ability to plan, make assignments and monitor performance for collaborative projects that cut across organizational boundaries.

2. Experience managing multiple complex projects across distributed project teams.

3. Experience in multi-tasking and keeping priorities aligned to objectives.

4. Experience in managing customer expectations with a strong customer focus.

5. Excellent analytic, problem-solving and decision-making skills.

6. Experience in working effectively both independently and as a member of a team.

7. Professional training and experience with industry standard project management tools for tracking timelines, work effort and budget.

8. Excellent organizational skills.

9. Excellent negotiating skills.

10. Excellent oral and written communication skills.

11. Excellent interpersonal skills, including the ability to work with people from all levels of an organization.

12. Strong desire and motivation to learn about digital infrastructure at Yale and in the higher education environment with the ability to learn quickly.

13. Preferred: strong appreciation for customer service in an educational environment; experience with the Artesia digital asset management solutions and/or the Fedora repository; experience with large-scale content repositories in an academic setting; experience with digital media and digital media production; familiarity with the

Yale computing environment.

**Background
Check
Requirements**

All external candidates for employment will be subject to pre-employment screening. All offers are contingent on successful completion of a background check.

**Weekend
Hours
Required?**

Occasional

**Evening Hours
Required?**

Occasional

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