Change Management Coordinator - San Antonio, TX Job

Employer Name:

SpiderID: 12422517

Location: San Antonio, Texas

Date Posted: 4/15/2022

Wage: Negotiable

Category: Information Technology

Job Code: 2022-16

Profile/Role Description:  
  
This position will require working with multiple client and internal teams to review and approve or reject changes as well as relay &amp; effectively communicate pertinent patching, deployment, and infrastructure activities.The resource will support the Change Management lifecycle which includes reviewing and approving changes across the Portals infrastructure. The candidate must be a highly effective communicator, demonstrating the ability to plan, design, and carry forward executive-level communications. The candidate must also demonstrate exemplary inter-personal skills and demonstrate the ability to build coalitions and collaborate with business, IT, and other stakeholders both internally and externally across the project. The change management coordinator will also have an opportunity to support other areas such as patch, config, problem, and release management and learn the dependencies among various infrastructure components used by the IEP. Candidates that demonstrate interest in ITIL processes is a plus.  
  
Minimum skills and qualifications:   
  
Proven ability to work independently and as a team member  
  
Experience with working in Excel (i.e. using Excel to track and audit Change Request metrics)  
  
Good communication (written and oral) and interpersonal skills  
  
Experience with coordinating with multiple teams to ensure changes are carried out accurately and successfully  
  
Good organizational, multi-tasking, and time-management skills  
  
Knowledge of Business Rule Design &amp; Integration with Processes  
  
US Citizen with a HS Diploma or GED; Bachelor's Degree in Information Technology, Computer Science or a related field preferred or equivalent relevant experience.  
  
0-2 years of experience in information technology, systems administration or other IT related field.  
  
Preferred skills and qualifications:  
  
Treasury Public Trust Clearance - Preferred  
  
ITIL Foundations v4 certified or knowledge of ITIL  
  
Knowledge of or experience working with the Change Management process  
  
Knowledge of Change Control Board (CCB) or Change Advisory Board (CAB)  
  
Experience with creating user guides of varying formats (Word, PowerPoint, etc...) to assist users with learning the change request process  
  
Knowledge of interacting with an ITSM tool (i.e. ServiceNow)   
  
Experience with reviewing the completeness &amp; accuracy of change request Change Management Coordinator.  
  
   
  
#cjposts#

Start Date:   
  
  
Position Type: Full-Time Permanent  
  
  
Years of Experience Required:   
  
  
Education Required:   
  
  
Overnight Travel:   
  
  
Vacation Time:

Contact Name: Dunhill Professional Search

Company: Dunhill Professional Search