IT Project Specialist - EBS Job

Employer Name:

SpiderID: 12495796

Location: Coral Gables, Florida

Date Posted: 5/5/2022

Wage: Negotiable

Category: Information Technology

Job Code: R100057812

The Enterprise Business Solutions Team has an exciting opportunity for a full-time IT Project Specialist to work in the Coral Gables Campus.  
  
   
  
 CORE JOB SUMMARY  
  
   
  
 The IT Project Specialist 1 is responsible for the inception of projects which includes project request analysis, discovery, developing IT Steering committee reports for governance review and requires meeting with IT staff and business owners across the organization. This position also provides support to approved projects from the standpoint of analysis, training, coordination, documentation development, and administrative functions. This position may assist in managing individual phases, stages, or tasks of larger projects and is required to problem solve and troubleshoot project issues in a timely manner. Further, this employee demonstrates familiarity with scope and project objectives. This position requires up-to-date knowledge of the roles and functions of department and project team members to effectively assist in the coordination of project team activities.  
  
   
  
 CORE JOB FUNCTIONS  
  
   
  
 Completes the analysis and coordinates review for all requests submitted to the department. Facilitates the project initiation and discovery process which includes documenting business owner needs, completing feasibility analysis, coordinating technical calls, and meeting with all potentially involved parties and departments. Acts as IT liaison as it relates to request analysis for departments including IT, Legal, Privacy, Operations, etc. Records detailed customer requirements, constraints, and assumptions to establish project deliverables. Develops reports to submit to IT Governance and Steering Committees to facilitate decision making and prioritization. Assists project managers and team members with assigned tasks on approved projects which may include documenting workflows, project plans, meeting minutes, actions items, issues, etc. Communicates project updates to ensure common understanding and expectations in  
  
   
  
 accordance with the project plan to align the stakeholders and team members.  
  
   
  
 Measures project performance, monitors project progress, quantifies any variances, and performs corrective actions while keeping stakeholders informed. Executes the tasks as defined in the project plan to achieve project goals. Implements the approved actions and workarounds required to mitigate project risk events. Ensures project tracking and reporting follows the PMO project framework. Assists management in maintaining the quality of project portfolio, project management, and resource management software. Adheres to University and unit-level policies and procedures and safeguards University assets.  
  
   
  
 This list of duties and responsibilities is not intended to be all-inclusive and may be expanded to include other duties or responsibilities as necessary.  
  
   
  
 CORE QUALIFICATIONS  
  
   
  
 Education:  
  
   
  
 Bachelor's Degree in relevant field  
  
   
  
 Certification and Licensing:  
  
   
  
 Not Applicable  
  
   
  
 Experience:  
  
   
  
 Minimum 2 years of relevant experience  
  
   
  
 Knowledge, Skills and Attitudes:  
  
   
  
Solid interpersonal skills and the ability to communicate with all levels of staff and leadership.  
  
Strong analytic ability.  
  
Proficiency in Microsoft Office (Excel, Visio, Project, Outlook, PowerPoint)  
  
Skilled in completing assignments accurately and with attention to detail.  
  
Ability to analyze, organize and prioritize work under pressure while meeting deadlines.  
  
Ability to process and handle confidential information with discretion.  
  
Commitment to the University's core values.  
  
Ability to work independently and/or in a collaborative environment.  
  
DEPARTMENT ADDENDUM  
  
   
  
 Department Specific Functions  
  
   
  
 Develops and ensures maintenance of policies and procedures for PMO. Assists with project documentation and ensures completion of tasks related to given project plans. Develops templates and tools to help standardize project management standards across Enterprise Business Solutions (EBS). Creates training material as needed. Documents business processes including diagrams. Translates requirements into effective and impactful dashboards and reports that enable information sharing across the enterprise. Engages with SMEs across multiple functional areas to gather, clarifies, and documents reporting and analytic needs for ad hoc reporting, recurring events and projects. Management of Demands (Request for Service). Once an enhancement request has been approved by governance, responsibilities include working with EBS Configuration, Reporting, and Functional leads along with UMIT Integations, Security and Change Management to gather effort for work involved. Management/Audit of access Tenants Management and Audit of Security Access for Implementers and Rep Accounts for Audit Compliance. Management of departmental Capacity Assessment including monthly reports/analysis.  
  
   
  
 Department Specific Qualifications  
  
   
  
 Education:  
  
   
  
 Bachelor's degree in Business Administration, Finance, Accounting, or related field preferred.  
  
   
  
 Certification and Licensing:  
  
   
  
 PMP Certification desirable.  
  
   
  
 Experience:  
  
   
  
 Minimum 2 years of relevant experience.  
  
   
  
 Any appropriate combination of relevant education and/or experience may be considered.  
  
   
  
 Knowledge, Skills and Attitudes:  
  
   
  
Advanced knowledge of Microsoft Excel and PowerPoint  
  
Strong analytical and organizational skills  
  
Ability to express complex technical concepts effectively, both verbally and in writing  
  
Ability to work independently with limited supervision  
  
Ability to work well with people from different disciplines with varying degrees of technical experience  
  
Knowledge of Workday Finance or other ERP System is a plus

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

Contact Name: University of Miami Health System

Company: University of Miami Health System