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Project Manager: University Marketing & Communications

Closes 15-Mar-2025 (CST)

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12800 Lake Shore Drive, Mequon, WI, United States

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Salary

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Full Time

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Concordia University is a Lutheran higher education community committed to helping students develop in mind, body and spirit for service to Christ in the Church and in the world.

Position Summary

The Project Manager oversees the execution of marketing projects for Concordia University Wisconsin and Ann Arbor (CUWAA), ensuring timely delivery, stakeholder engagement, and alignment with strategic goals. This role is critical for maintaining efficient workflows, managing deadlines, and facilitating collaboration across teams to produce high-quality marketing deliverables.

Job Duties & Responsibilities

- Manage project timelines and deliverables using tools like Asana, ensuring alignment with department goals and priorities.
- Collaborate with internal and external stakeholders to gather project requirements, provide updates, and address challenges.
- Track the development, revision, and approval of marketing collateral, ensuring projects meet quality standards.
- Act as a liaison between team members and leadership to resolve roadblocks and maintain progress on tasks.
- Regularly review and update project plans, providing comprehensive reports on project status.
- Because the unit is collaborative and dynamic, on occasion, other duties may be assigned.

Knowledge, Skills, & Abilities

- Proficiency in project management software (e.g., Asana, Trello, or equivalent).
- Strong organizational and multitasking skills with the ability to meet deadlines in a fast-paced environment.
- Effective communication and collaboration skills for working with diverse teams and stakeholders.
- Supportive of the mission and values of Concordia University Wisconsin/Ann Arbor and the [Lutheran Church Missouri Synod \(LCMS\)](#) (<https://www.lcms.org/>)

Education & Experience

- Bachelor's degree in marketing, communications, project management, or related field required.
- 3-5 years of project management experience, ideally in a marketing or higher education environment preferred.

Physical Demands/Equipment (Click to View) (<https://cuw.applicantpro.com/pages/PhysicalDemands/>)

Compensation & Benefits

This is a full-time, exempt (salary) position. The starting wage may be determined upon education and/or experience. Concordia University benefit options include, but are not limited to the following:

- Health, Dental and Vision Insurance
- Personal Spending Account, Flexible Spending Account, and/or Health Savings Account
- Disability and Survivor Plan
- Retirement Pension Plan
- Retirement 403(b) Savings Plan
- Basic Life and Supplemental Life Insurance
- Accidental Death and Dismemberment Coverage
- Critical Illness and Accident Insurance
- Tuition waiver benefits (available for employees and their qualified dependents)

Compensation and Benefit Details (<https://cuw.applicantpro.com/pages/compensationandbenefits/>)

Application Instructions

To receive full consideration, all applicants are asked to complete and submit an online employment application through the [Concordia University Employment](#) (<https://cuw.applicantpro.com/jobs/>) page. To begin, please click the *Apply Now* section on the job page and then click the *Apply For This Position* button to begin the application process.

Equal Opportunity Employer

It is the policy of CU to provide equal opportunity to all employees and applicants for employment in accordance with all applicable federal, state, and local laws.

The University will not discriminate against or harass any employee or applicant for employment because of race, color, sex, pregnancy, national origin (including ancestry), citizenship status, physical or mental disability, age, marital status, gender, veteran or military status, predisposing genetic characteristics, domestic violence victim status, or any other characteristic protected by federal, state or local laws.

However, CU is an institution of the LCMS and, to the extent allowed by law, CU reserves the right to give preference in employment based on religion. In addition, preference in holding certain employment positions is given to ordained or rostered ministers of the LCMS. Based on a religious tenet, CU recognizes only male, LCMS ordained Ministers of the Gospel, but recognizes both male and female LCMS Rostered Ministers of the Gospel.

The Human Resources Department has been appointed to manage the equal employment opportunity program, including all equal employment opportunity activities, as required by federal, state and local agencies. If any employee or applicant for employment believes this policy has been violated, he/she must contact the Director of Human Resources.

Concordia University is a HLC accredited, co-educational, liberal arts school offering more than 70 undergraduate majors, over 40 master's degree programs, and 4 doctoral programs. There are also a variety of accelerated evening and e-learning programs.

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