JOB DESCRIPTION

TITLE

Oracle Project Manager

JOB SUMMARY

Plans, executes, and finalizes projects according to strict deadlines and within budget. This includes managing resources and coordinating the efforts of team members and third-party contractors or consultants in order to deliver projects according to plan. The Oracle Project Manager will also communicate the project's objectives and oversee quality control throughout its life cycle. Work is performed under supervision of the F & A R-12 Committee and performance is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: F & A R-12 Committee or Head of Division

Supervises: May supervise employees as assigned

PRIMARY DUTIES - May include, but not limited to the following:

Defines project scope, goals and deliverables that support business goals in collaboration with senior management and stakeholders.
Effectively communicates project expectations to team members and stakeholders in a timely and clear fashion.
Estimates the resources and participants needed to achieve project goals.
Drafts and submits budget proposals, and recommends subsequent budget changes where necessary.
Sets and continually manages project expectations with team members and other stakeholders.
Delegates tasks and responsibilities to appropriate personnel.
Identifies and resolves issues and conflicts within the project team.
Identifies and manages project dependencies and critical paths.
Plans and schedules project timelines and milestones using appropriate tools.

Develops and delivers progress reports, proposals, requirements, documentation, and presentations.

Proactively manages changes in project scope, identifies potential crises, and devises contingency plans.

Coaches, mentors, motivates and leads project team members and contractors, and influences them to take positive action and accountability for their assigned work.

Builds, develops, and grows any business relationships vital to the success of the project.

Creates and executes project work plans and revises as appropriate to meet changing needs and requirements.

Identifies resources needed and assigns individual responsibilities.

May be required to work a flexible schedule, including nights, weekends and holidays.

ADDITIONAL DUTIES

Performs other duties as requested.

EDUCATION

Master's degree required. Project Management Professional or other recognized technology project management certification is strongly desired. Additional job related experience/and/or education may substitute for the required education on a year-for-year basis.

EXPERIENCE

Eight years of job- related experience required.

REQUIREMENT

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

*KNOWLEDGE, SKILLS, AND ABILITIES - *The following are essential:*

Knowledge
Development methodology and project standards
Engagement reviews and quality assurance procedures
Risk Management
Tracking and reporting expenses
Facilitating team and client meetings effectively
Managing the process of innovative change
Modeling concepts
Software life cycle activities

Working knowledge of office practices and methods
Basic business principles and industry-specific terminology
Business case analysis
Costing, budgeting, risk and financial analysis
Quality assurance concepts and procedures

Skills Required
Managing without Authority
Mentoring
Preparing and administering performance reviews
Project management software tools (e.g., Microsoft Project)
Risk analysis
Methods for cost estimation and risk analysis
Prototyping procedures
Requirements gathering
Case tools and integrated development systems
Documentation systems and knowledge database
Profilers and logical analyzers
Source code control
A Specific development tool such as (e.g., Visual C++, Jbuilder, Xtreme programming, Rapid Application Development- RAD, RUP (Rational Unified Process))
Test system utilization
Creation of forms and reports
Data flow and data structure modeling
Database concepts including tables, data types, instances, fields, connection strings, and records
Relational, hierarchical and object oriented database architectures and structure
Stored procedures
Conflict Resolution
Financial Analysis
Leadership

Ability to
Plan, direct, and evaluate a complex operation, using manpower, time, funds, and other resources for the accomplishment of long-term and short-term goals of the institution.
Establish and maintain effective work relationships with students, faculty, staff, and the public.
Provide administrative guidance within area of responsibility, providing direct training and supervision as needed.
Apply budgetary and fiscal planning techniques within financial constraints.
Organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.
Integrate resources, policies, and information for the determination of procedures, solutions, and other outcomes.
Communicate effectively using both written and oral forms.
Use a personal computer and other office equipment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; talk or hear. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. May be required to lift or move 25+ pounds.

WORK ENVIRONMENT

Supervisors are responsible for maintaining an environment that is free from discrimination, intimidation, coercion or harassment, including sexual harassment. Work is performed indoors and in an office setting.. The noise level is usually low to moderate.

SAFETY

Supervisors are responsible for the safety of their employees by creating and maintaining a safe work environment. New employees should be provided with safety instruction during the first 30 days of employment and receive, as applicable, annual refresher safety training. Supervisors should operate equipment safely and report any unsafe work conditions or practices to Management or Safety Coordinator. Supervisors should insure that employees work in a safe manner and submit injury/accident reports to the Office of Human Resources within 24 hours of notification.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: _____   Date: _____

Texas Woman's University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the

differences among persons. Discrimination or harassment of any kind is considered inappropriate.

Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, sex, sexual orientation, or ethnic origin, age, veteran's status, or against qualified disabled persons.

All positions at Texas Woman's University are deemed security sensitive requiring background checks.