Senior Project and Change Manager

CAL POLY

Job Summary
Under the general direction of the Director of Operations in Administration & Finance, The Senior Project and Change Manager (Sr. PCM) plays a key role in the successful initiation, planning, implementation, and adoption of business-critical strategic and technology projects in addition to evaluating business efficiencies and best practices for the campus.

Department Summary
Administration and Finance is the steward of Cal Poly's resources and comprises eight units that fulfill major operational roles for the university. With an annual budget of $101.4 million, A&F is responsible for capital project planning and maintenance of nearly six million square feet of space in the 150 major buildings on campus.

Key Qualifications
- Coordinate and integrate project activities with other department divisions and/or work groups and external stakeholders
- Develop appropriate testing and acceptance criteria, schedule recover and risk mitigation strategies, document completion and project milestone certification, and project close criteria
- Develop and use a robust suite of project management tools to ensure successful project outcomes
- Oversee the project and change management teams including training, task assignment and monitoring, performance evaluation, coaching, and timely communication with appropriate supervisor regarding overall performance

Education and Experience
- A Bachelor’s degree from an accredited college or university with major course work in management information systems, computer science, business administration or a related field, and six (6) years of progressive experience in project and change management

Cal Poly
Known for its Learn by Doing pedagogy, Cal Poly is the flagship of the world-renowned California State University system. Annually recognized as one of the top public universities in the nation, Cal Poly continues to offer an academic curriculum based on learned experience gained through real-world practice. Located in San Luis Obispo, Cal Poly is nestled comfortably among the coastal foothills, minutes from the Pacific Ocean and equidistant to the Bay Area and Los Angeles.

Cal Poly offers a best-in-class benefits program, including health, dental and vision insurance, retirement participation in the Public Employees' Retirement System, and educational benefits for eligible employees. See our benefits website for additional information.

Diversity Statement
At Cal Poly, we believe that cultivating an environment that embraces and promotes diversity is fundamental to the success of our students, our employees and our community. Bringing people together from different backgrounds, experiences and value systems fosters the innovative and creative thinking that exemplifies Cal Poly's values of free inquiry, cultural and intellectual diversity, mutual respect, civic engagement, and social and environmental responsibility.

Cal Poly’s commitment to diversity informs our efforts in recruitment, hiring and retention. California Poly is an affirmative action/equal opportunity employer.

Supplemental Information
Following a conditional offer of employment, a background check (including a criminal records check) must be completed satisfactorily before any candidate may start work with Cal Poly. Failure to satisfactorily complete the background check may result in the withdrawal of the offer of employment. Current employees who are offered positions on campus will be required to undergo a background check for any position where a background check is required by law or that Cal Poly has designated as sensitive.

The person holding this position is considered a 'mandated reporter' under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

This position may be "Designated" under California State University's Conflict of Interest Code. This would require the filing of a Statement of Economic Interest on an annual basis and the completion of training within 6 months of assuming office and every 2 years thereafter.