

Position Summary

Classification

Payroll Title:	Pathway Course Innovation (PCI) Project Manager
Requested Payroll Title Code:	Project / Policy Analyst 2

Position Description

Position Number: (Assigned when added to Library)	
Dept:	Center for Educational Effectiveness
Position:	
HEERA/Union Representation:	
IMMEDIATE SUPERVISOR	
Supervisor Name:	Kem Saichaie, Ph.D.
Supervisor Payroll Title:	Project / Policy Analyst Supervisor 2
Supervisor Phone Number:	530-752-9088

POSITION DETAILS

Job Summary:	<p>Under the general direction of the Director of the Center for Educational Effectiveness (CEE) and the direct supervision of the Associate Director for Learning and Teaching Support, the Pathways Course Innovation (PCI) Project Manager (PM) applies critical project management skills to a portfolio of courses, coordinating project development and implementation. As a member of the PCI team, the Project Coordinator engages with CEE and campus partners to plan, track, coordinate, communicate about, support, and deliver assigned projects related to the Pathways Course Innovation initiative focused on course revisions/improvements and new hybrid/online course development, as well as ILTI projects and 2020 Student Orientation activities.</p> <p>The position will serve as a liaison among relevant stakeholder groups, including UC Davis CEE teams, UC Davis faculty, UC Davis Academic Technology Services (ATS), UC Davis Library, UC Office of the President, and other groups both inside and outside UC Davis. Working in close partnership with CEE Education Specialists and ATS educational technology specialists, the PC will become a primary point of contact for UC Davis faculty who are developing/revising/improving an online/hybrid course. The PM will also ensure that the overall course development portfolio stays on track in order to achieve the goals of the PCI initiative. One key PCI goal is to within 5 years, more than triple online enrollments, develop over 30 courses into hybrid/online formats including 9 or more courses that are fundamental for entering student success, and positively impact 4 year graduation rates and equitable outcomes. The Project Manager is a critical member of the team that will need to achieve these goals. An additional goal is to ensure PCI courses focus on inclusive, equitable, and sustainable face-to-face, online/hybrid plans which improve student learning.</p> <p>In addition, the PC will be providing ILTI project coordination and communication as well as 2020 Student Orientation project management and coordination.</p> <p>For all these projects, the PM facilitates and coordinates communication among stakeholders, subject matter experts, and team members regarding project deliverables, goals, and milestones.</p>
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	<p>Maintains and monitors project plans, schedules, and work hours to ensure projects are completed on time. Assists with writing, editing, and preparing resource materials, as well as the potential recruitment, training, and mentoring of undergraduate and graduate student fellows.</p> <p>The ideal candidate must be able to identify issues proactively, resolve conflicts, escalate if necessary, and work across the organization to execute projects and meet goals.</p>
Campus Job Scope:	
Department Specific Job Scope:	
Positions Supervised:	Potential to supervise student workers
Essential Responsibilities:	<p>50% PCI PROJECT COORDINATION</p> <ul style="list-style-type: none"> • Ensure effective project management for delivery of project materials focused on online/hybrid course transformation. • Develop and maintain a comprehensive project database to track progress of ongoing initiatives, timeline, and goals. • Analyze data to help determine and Define needs and problem areas and provide solutions. • Manage timelines and deliverables for assigned projects. • Design and implement systems for PCI project initiation, tracking, and reporting. • Develop and monitor course redesign and online/hybrid course project plans (e.g., scope, goals, timeline, roles and responsibilities, documentation milestones and deliverables). • Track project costs and communicate changes to project stakeholders. • Manage timelines and deliverables for team projects. • Coordinate communication among stakeholders, subject matter experts, and team members regarding project deliverables, goals, and milestones. • Coordination of production resources (eg media, instructional design, studio space) from ATS and CEE. • Maintain and monitor project plans, schedules, and work hours to ensure projects are completed on time. • Produce supporting materials, work plans, strategy documents, and project status updates. Ensure accurate and appropriate documentation for each project. • Ensure courses integrate online course best practices (Quality Matters or similar). • Ensure courses integrate adaptive learning and learning science metrics, whenever applicable. <p>25% ILTI PROJECTS COORDINATION, COMMUNICATIONS AND OUTREACH</p> <ul style="list-style-type: none"> • Ensure effective project management for ILTI course design grants • Develop and maintain a comprehensive project database to track progress • Track project budgets/costs and communicate changes to project stakeholders • Manage/communicate timelines and deliverables for ILTI team projects. • Coordinate communication among stakeholders, subject matter experts, and team members regarding project deliverables, goals, and milestones. • Assist with ILTI-related writing, editing, and preparing resource materials <p>25% 2020 NEW STUDENT ORIENTATION COORDINATION AND SUPPORT</p> <ul style="list-style-type: none"> • Ensure effective project coordination for 2020 Orientation activities • Manage timelines and deliverables for team projects. • Coordinate communication among stakeholders and units regarding Orientation project deliverables. • Assist with writing, editing, and preparing resource materials, as requested
Physical Demands:	<p>Lift supplies and materials weighing up to 25 lbs.</p> <p>Sit at desk/computer for extended period of time.</p>
Work Environment:	<p>Work in open work-space environment with office noise.</p> <p>Work occasional evenings and weekends to meet operational needs.</p> <p>Employee is personally responsible for following safety procedures/guidelines.</p> <p>Manage and complete projects in an environment of interruptions, background distractions, traffic and noise from computer printers, copier, telephones ringing, and conversations.</p>

	<p>UC Davis is a smoke and tobacco free campus effective January 1, 2014. Smoking, the use of smokeless tobacco products, and the use of unregulated nicotine products (e-cigarettes) will be strictly prohibited on any UC Davis owned or leased property, indoors and outdoors, including parking lots and residential space.</p>
<p>Background Check Required:</p> <p><i>This position is a critical position and subject to a background check. Employment is contingent upon successful completion of background investigation including criminal history and identity checks.</i></p>	
<p>QUALIFICATIONS</p>	
<p>Minimum Qualifications:</p>	<p>Minimum of 2 years of experience in project coordination or equivalent transferable professional experience, preferably in higher education.</p> <p>Strong organization and time management skills and meticulous attention to detail, ability to set, negotiate, and meet priorities and produce high-quality work under multiple deadlines and priorities.</p> <p>Experience in managing customer-facing services in an educational setting or post-secondary institution.</p> <p>Experience identifying, recommending, and implementing organizational systems, processes, tools, documentation, and/or techniques in support of a variety of project types, costs, sizes, and criticalities.</p> <p>Experience with responsibility for coordination, implementation, completion, evaluation, and follow-up of multiple complex projects or assignments with competing priorities.</p> <p>Excellent communication (written and oral) and negotiation skills to engage confidently, proactively, and professionally with individuals and groups with diverse backgrounds, experiences, and perspectives within UC Davis, the UC system, and beyond.</p> <p>Interpersonal and relational skills necessary to promote inclusive and contextually-relevant outcomes for faculty, staff, and / or graduate students with varying levels of familiarity with course development and project management .</p> <p>Thorough knowledge of office systems and ability to use a broad range of technology, systems, and packages such as Microsoft Office Suite (Word, Outlook, PowerPoint).</p> <p>Experience with projects involving integration of products within a Learning Management System (LMS) and/or Canvas</p>
<p>Preferred Qualifications:</p>	<p>Advanced degree in management, business, social science, education, or a related discipline.</p> <p>Knowledge of PMI best practices</p> <p>Experience with project management in small to medium online course development, software development or customer-facing web-based initiatives.</p> <p>Project or program coordination experience at a post-secondary institution.</p> <p>Experience using decision-making skills to prioritize tasks and projects and Demonstrated leadership, relationship building, team-building, and partnership skills</p> <p>Experience working with student success programs in higher education</p> <p>Experience teaching at the postsecondary level.</p>