

Program Control Officer

York is a leading international teaching and research university, and a driving force for positive change. Empowered by a welcoming and diverse community with a uniquely global perspective, we are preparing our students for their long-term careers and personal success. Together, we can make things right for our communities, our planet and our future.

The Program Control Officer on the Student System Renewal Program (SSRP) performs control activities to all aspects of the SSRP program. This includes tracking and managing the integrated project plan, quarterly program risk assessments, financial controls, program and project status reports, risk, action, issue and decision logs and program documentation. This role is responsible for identifying and recommending program risk management and mitigation plans. This role is also responsible for producing month-end project financial reports including tracking program and project actuals versus planned and forecast, reconciling invoices, and investigating any financial variances in collaboration with the UIT administration and the SSRP Program Office. The position requires knowledge of common governance models, risk and issues reporting, financial management and the introduction and implementation of innovative approaches and tools, collaboration with solution integrators and project directors and the project managers.

To be considered for this opportunity, you will bring the following:

Post-secondary qualification, ideally a University graduate degree, in a business or technology discipline (e.g. information systems, engineering, accounting) or an acceptable equivalent combination of academic training and professional experience. Project management certification is preferred (e.g. CSM, PMI-ACP, PMP and PgMP). Jira knowledge is preferred. Excel and PowerBI experience (to build and maintain reporting and dashboard structures).

Minimum 4 years work experience in a similar role. Project management (project administration) experience - agile and waterfall. Reporting - building and managing dashboards. Jira. Excel. PowerBI.

For full position details, including skills and knowledge requirements, and to apply to this exciting opportunity visit the External Career Portal (www.yorku.ca/jobs) and refer to posting 103944.

We offer comprehensive benefits and access to superb educational and recreational facilities. For more information on what York has to offer U please visit: <http://hr.info.yorku.ca/benefits/>

The University welcomes applications from all qualified individuals, including, but not limited to women, persons with disabilities, visible minorities (racialized), Indigenous Peoples and persons of any gender identity and sexual orientation. York University is committed to a positive, supportive, and inclusive environment.

York University offers accommodation for applicants with disabilities in its recruitment processes. If you are contacted by York University regarding a job opportunity or testing, please advise if you require accommodation.

We are committed to enhancing our environmentally and socially responsible practices for the benefit of all members of the York community. Our long-term perspective recognizes our responsibility to be innovators and to continually work as a community to reduce our ecological impact.