

SPECIAL PROJECTS MANAGER

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.

PLEASE NOTE: This is a full-time contract to November 2024.

The York University School of Continuing Studies is a diverse community of learning united by a shared sense of purpose: achieving personal and professional growth in a rapidly changing career and educational landscape. Our ability to offer accelerated, accessible, and innovative programs that prepare our students to adapt and lead in response to this change has made us the fastest-growing school in Canada.

The School is home to the international-award-winning York University English Language Institute, one of the largest language institutes in North America. Our students come from around the world to pursue English-language proficiency and achieve their academic goals. Our professional programs also attract students from around the world. Codesigned and delivered by senior industry leaders, our professional programs feature experiential learning methods that help students develop career-specific technical skills and robust cross-functional expertise.

This position reports to the Executive Director, Operations & Administration in the School of Continuing Studies. The Special Projects Manager (SPM) is expected to provide guidance and coordination to several large-scale technology projects and to the School's project to construct a new building. The SPM is expected to provide professional project management and analytical expertise in support of all phases of both projects, including oversight, coordination, implementation, execution, control and successful completion consistent with the organizational and business goals of the School of Continuing Studies.

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

A Undergraduate degree in a relevant discipline (e.g., Business, Computer Science, Engineering).
PMP designation (or similar project management accreditation). Current and applied knowledge in project management methodology, (e.g., PMBOK, systems development lifecycle frameworks) and quality assurance, (e.g., systems and user acceptance testing techniques).

Minimum 5 years of current and related experience with a broad working knowledge of information technologies that provides a credible framework for the preparation and monitoring of IT related projects and with proven ability to oversee the overall development and implementation of large-scale IT projects, including leading project teams both in a physical and virtual team environment.

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 104257.

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/>