Degree and area of specialization:

Bachelor's degree with preference for degrees in the fields of information technology or business.

Minimum number of years and type of relevant work experience:

Required Qualifications:

* Minimum seven years of relevant work experience with at least four years managing complex multi-unit processes and/or a large organization-wide or department-wide portfolio of applications. Experience in higher education or a large multi-unit organization is preferred.
* Minimum five years full-time job-related experience managing projects within the IT domain, including estimating, task planning, scheduling, and change control.
* Demonstrated skills in effective business writing and interpersonal communication with a commitment to quality customer service.
* Excellent organizational and collaborative problem-solving and decision-making skills.
* Ability to work across organizational units in a team environment and ability to work independently.
* Ability to adapt to and work with shifts in priorities and assignments.

Preferred Qualifications:

* Familiarity with educational and research-related software in higher education.
* Familiarity with project management tools.
* Certification as a project management professional.

Position Summary:

The Portfolio Manager will work with the newly formed UW-Madison campus IT Center of Excellence working closely with the Executive Director, Director of Cloud Strategy and Assistant Director for the PMO within the CIO office. This position will oversee and help manage the IT Project Intake process including coordinating approvals of IT projects - reducing duplication of IT Services and applications, facilitating campus communications, maintaining the portfolio of IT related proposals, documenting subsequent decisions and tracking milestones of approved projects.

The candidate will be an effective communicator; skilled at collaborating with academic units and constituencies across the university and efficient in managing a fast-paced and time sensitive process. The candidate will be responsible for intake of proposals, confirming the classification of proposals and then routing them through the appropriate process. The candidate will also be expected to help with the IT Service rationalization process and management of the IT Service catalog.

Ideal candidates will have demonstrated their ability to manage complex processes and project portfolios in higher education; as well as make process improvements with a focus on customer service. They will understand the complexities of working in a university environment on common goals and initiatives in a highly decentralized teaching and research environment and have excellent communication and organizational skills.

Principal duties:

Assist in the management of the overall decision making process including (40%):

* Provide recommendations to the review committees (especially regarding organizational capacity and resources, dependencies, et al).
* Maintain a portfolio of current local and enterprise campus systems, integrations, and projects.
* Maintain a contact list of key resources that can be drawn upon (architects, business analysts, project managers, academic technologists, research specialists) as experts to support decisions.
* Manage the proposal queue, monitor status, manage progress, and assist throughout the process.
* Gather metrics on the current portfolio of proposals, status, submission and review times, etc.
* Define and gather metrics regarding process and project success rates.
* Recommend and implement continuous improvements to the process.

Assist with the submission process (30%):
Serve as the contact point for the IT Project Intake process.
Establish strong relationships with campus partners to develop an understanding of the process.
Educate submitters on the IT Project Intake process and the requirements for project proposal submission and evaluation.
Guide development of proposals to ensure completeness, such as a business case, project scope, budget development, resourcing needs, etc.
Assign resources (business analysts, architects) as needed to help gather requirements and prepare proposals.
Inform submitters on the status of proposals and communicate decisions and next steps in the process where applicable.

Manage the communications regarding the IT Project Intake process (20%):
Manage a campus communications website and tracking system
Work collaboratively with others across campus who are advancing project management, business analysis, systems analysis, quality assurance, and performance metrics
Continually educate campus about the process and how/when to engage.

Other tasks or duties (10%):
Participate in professional development activities including state, regional and national higher education associates.
Complete other projects as assigned.