



Marshall B. KETCHUM UNIVERSITY

Information Technology Applications Project Manager

JOB SUMMARY

Located near the hub of entertainment in sunny Southern California, Marshall B. Ketchum University is seeking an IT Applications Project Manager with blended roles of 50% project manager, 25% business analyst, and 25% application support. This challenging and rewarding position allows greater involvement in the technology life cycle, from requirements gathering all the way to process improvement/user enablement. You will have the satisfaction of seeing technology evolve from concept to user fulfillment. This multi-faceted position requires experience with software development life cycles, strong people orchestration skills, and technical creativity. As the only IT project manager, you will have the opportunity to define project management frameworks that can effect positive changes in the University!

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Project Management duties include:
 - Define, Plan, Orchestrate, Drive, Deliver - small/large operational/strategic initiatives involving cross functional business units
 - Clearly understand and document business needs to define project goals, then using project management tools to maintain project schedules and manage changes/risks
- Business Analyst duties include:
 - Partner with business users to understand requirements, collaborating to optimize technology adoption, strategizing to improve efficiencies with new technology
- IT Application Support duties include:
 - Perform ongoing analysis to optimize functionality and business value of key enterprise applications
 - Create and maintain documentation on enterprise application standards and service levels
 - Collaborate within IT to troubleshoot, resolve complex application issues and apply preventative measures

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge:

- Good knowledge of compliance and security standards such as PCI (Payment Card Industry), HIPAA (Health Insurance Portability & Accountability Act) and related best practices for health care and retail.
- Strong knowledge of project management best practices, following industry standards such as PMI, Agile, or Prince2
- Experience researching/implementing/enhancing ERP systems like Oracle or Student Information Systems like Jenzabar
- Working knowledge of Windows operating systems, VMware virtual machines, MS SQL databases, application development, programming/scripting, wired & wireless networking protocols, firewalls, and integration of technology components

Skills/Abilities:

- Having leadership skills to communicate effectively, drive change, and manage multi-departmental projects
- Excellent people skills, with the ability to influence stakeholders and train them on new processes
- Strong technical skills to diagnose technology issues with a strong understanding on how applications, operating systems, networks co-exist and integrate
- Knowledge of regulatory laws, current security trends, and security practices as they relate to IT
- Understanding of human resource management principles, practices, and procedures
- Highly self-motivated, self-directed, and attentive to detail
- Ability to effectively prioritize tasks for self and staff in a complex environment

EDUCATION AND/OR EXPERIENCE

The minimum amount of education and experience that an individual needs in order to successfully perform the essential duties of the position is:

- 5+ years production experience in an IT project management role managing enterprise applications and driving initiatives through multiple lines of business. Experience in healthcare/retail is a plus
- 2+ years production experience in a technical support role with a focus on enterprise applications
- Bachelor's degree from an accredited University in the field of Computer Science, Information Systems or a related field is a plus.
- Experience working in a team-oriented, collaborative environment. Yet able to work efficiently as an independent contributor

ABOUT THE ORGANIZATION

Located in Fullerton, CA, Marshall B. Ketchum University is an independent, private, non-profit, accredited educational institution. MBKU is home to the Southern California College of Optometry, the School of Physician Assistant Studies and College of Pharmacy. Named after the founder of the optometric institution in 1904, the change to the University structure addresses the growing demand for highly skilled health care professionals.

The University's Southern California College of Optometry confers a Doctor of Optometry (OD) and a Master of Science in Vision Science (MS) degree. MBKU's School of Physician Assistant Studies under the College of Health Sciences awards a Master of Medical Sciences (MMS) degree. MBKU's College of Pharmacy welcomed its first class in the fall of 2016 and awarded the first Doctor of Pharmacy (PharmD) degree in Spring of 2020. MBKU owns and operates two premier eye and vision care centers: the University Eye Center at Ketchum Health and the University Eye Center at Los Angeles.

BENEFITS

MBKU provides an excellent benefits package including medical, dental, and life insurance, free vision exams, short and long term disability, generous paid time off plans, a university-sponsored retirement plan with a 9% contribution and an on-site fitness center located on the Fullerton campus. See our website under Employment for more details regarding benefits of working for MBKU (www.ketchum.edu).

HOW TO APPLY

Interested candidates, please send a cover letter along with your resume and salary requirements to humanresources@ketchum.edu. Position is open until filled.

MBKU is an equal opportunity employer; requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

All MBKU employees must be fully vaccinated against COVID-19. New employees must show proof of vaccination by the first day of work. Requests for reasonable accommodation due to medical or religious reasons will be considered on a case-by-case basis.