



## JOB INFORMATION

<i>Job Code:</i>	129607
<i>Job Title:</i>	Senior Project Manager (PMO)
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	Manages employees (varied levels) across departments on a project basis.
<i>Job Family:</i>	Project Management
<i>Job Family Group:</i>	Administrative Support
<i>Management Level:</i>	5 Manager

## JOB SUMMARY

Proactively manages project resources and provides guidance and support during execution of all project activities. Oversees the implementation of multiple large, complex projects and continuous improvement activities, providing leadership to junior team members.

## JOB QUALIFICATIONS:

### Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>	
X		Bachelor's degree		
	X	Bachelor's degree	Business Administration	Or
	X	Bachelor's degree	Psychology	Or
	X	Bachelor's degree	Communication	
	X	Master's degree		
	X	Master's degree	Business Administration	Or
	X	Master's degree	Psychology	Or
	X	Master's degree	Communication	

### Additional Education

**Check here if experience may substitute for some of the above education.**

Combined experience/education as substitute for minimum education

### Work Experience

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>	
X		7 years		
	X	10 years		

### Additional Work Experience

**Check here if education may substitute for some of the above work experience.**

Combined experience/education as substitute for minimum work experience

## Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Experience effectively managing large-scale projects, providing oversight and guidance to junior team members.
X		Ability to develop positive working relationships and a strong rapport with team members and senior managers.
X		Proven ability to manage through influence in complex organizational structures.
X		Exceptional organizational skills.
X		Demonstrated ability to manage concurrent projects, prioritizing competing assignments and working under pressure with tight deadlines and frequent interruptions.
X		Sound judgment in making decisions with minimal supervision and discretion with confidential information.
X		Ability to work strategically and collaboratively across departments.
X		Experience managing diverse, cross-functional teams.
X		Excellent diagnostic skills and the ability to think strategically and creatively.
X		Experience with varied project management methodologies (e.g., agile, Kanban, Scrumban).
X		Experience with project portfolio management tools.
X		Proficiency with Microsoft Office applications (e.g., MS Project, Visio).
X		Excellent written and oral communications skills.
	X	Certified Associate in Project Management, Project Management Professional, Change Management, Prosci and/or similar certifications.
	X	Experience in leadership, management and people-building roles, providing direction to junior staff/team members.
	X	Proven interpersonal skills, emotional intelligence, and relationship-building abilities.
	X	Demonstrated data-driven mindset and instinct for extracting insights from metrics to generate informed decision-making.
	X	Experience using various data management systems and tools.

## Other Job Factors

## JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Manages varied programs and projects, leading team efforts and activities, driving outcomes, solving for short-term challenges, and sustaining long-term plans. Defines project success criteria and business benefits. Maintains open lines of communication with all relevant stakeholders, sharing project/program roadmaps with diverse groups (e.g., project teams, senior leadership).				
Conducts performance management analyses for large, complex projects or portfolios. Evaluates investment performance (e.g., cost, schedule) against planned accomplishments through coordinated project audits and reviews. Delivers project reports to articulate progress and performance of initiatives to a broad range of stakeholders. Manages expectations and drives accountability across projects, building and presenting business cases and risk assessments.				
Manages staff to accomplish project objectives, planning and evaluating team activities. Leads regular status meetings to monitor updates, gather change requests, and discuss risks and issues across project teams. Diagnoses challenges and designs rational solutions in response. Provides cover for identified risks in projects and escalates to leadership as appropriate. Coordinates appropriate organizational change management strategies for complex project/program initiatives. Monitors and reports regularly on change efforts and progress.				
Facilitates innovation and continuous improvement by maintaining currency with latest industry knowledge and new project/program management methodologies, frameworks, tools, and technologies. Provides insights from management experience to influence development of future strategic roadmaps. Leads discussion with stakeholders to define key performance indicators and closely track metrics to evaluate realized benefits.				
Provides expertise and leadership around project execution and value optimization. Communicates goals and tasks to team members to direct their work. Coaches junior staff to develop leadership capabilities. Promotes an environment that fosters inclusive relationships and creates unbiased opportunities for contributions through ideas, words, and actions that uphold principles of the USC Code of Ethics.				

## Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC’s policy at: <a href="https://policy.usc.edu/mandated-reporters/">https://policy.usc.edu/mandated-reporters/</a>
<i>Campus Security Authority (CSA)</i>			<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC’s policy at: <a href="https://dps.usc.edu/alerts/clery/">https://dps.usc.edu/alerts/clery/</a>			

## ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

\_\_\_\_\_  
Print Employee Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Manager Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.