University of Maine

Job Description

**TITLE:** Program Director – UMS TRANSFORMS

DEPARTMENT: Office of the President

DATE: July 2021

REPORTS TO: Dual report to the UMS Vice Chancellor for Research and Innovation and President of the University of Maine and University of Maine at Machias and to the Vice Chancellor for Strategic Initiatives and Chief Legal Officer.

**Purpose:**

The incumbent will provide overall project management leadership and coordination for the UMS Transforms strategic initiative. The foundation of UMS TRANSFORMS is the historic $240M commitment made by the Harold Alfond Foundation. This commitment intends to bring transformative change to the state’s largest educational, research, innovation and talent development asset with four key focus areas: UMaine Graduate & Professional Center; Engineering, Computing and Information Science education through a statewide college; Student Success and Retention, and University of Maine Athletics. The incumbent will report dually to the UMS TRANSFORMS Co-Principal Investigators: the Vice Chancellor for Research and Innovation/President of the University of Maine and to the Vice Chancellor for Strategic Initiatives and Chief Legal Officer. The incumbent will have engagement and collaboration with UMS leadership, campus leaders and external contacts in executing their responsibilities.

**Essential Functions:**

* Facilitate the development of project and sub-project roadmaps, and program and implementation plans. Coordinate the development of individual project objectives and short- and long-range plans. Develop and implement tracking, evaluation and reporting tools and processes.
* Integrate the activities of multiple, major project operations; ensure that project efforts are generally cohesive, consistent and effective in the execution of UMS Transforms and in alignment with UMS mission, goals and strategic plan.
* Develop and establish guidelines, strategies and operating objectives consistent with those of the organization to ensure efficient and effective implementation of UMS Transforms and related projects.
* Develop reports, presentations and updates for internal and external stakeholders.
* Consult, coordinate and serve as the principal liaison with senior UMS officials on strategic matters of policy, cross-institution interaction, and capital development, improvement and management.
* Collaborate with UMS leadership and administration to establish programmatic goals and priorities for operational and technology solutions to meet individual component and institutional needs.
* Develop, administer and manage complex, multi-faceted budgets and operating plans for components of UMS TRANSFORMS as it relates to project development and deployment at an institutional level. Performs periodic cost and operating analyses.
* Recommend and participate in the development of UMS policies and procedures and serve on UMS committees as warranted.
* Develop staffing and resource plans for components of UMS TRANSFORMS. Identify roles, duties, responsibilities and scope of authority for resources dedicated to UMS TRANSFORMS.
* Network with and engage external parties that may contribute to achieving the objectives of UMS TRANSFORMS.
* Engage and provide direction to consultants as warranted.
* Maintain currency of knowledge with respect to UMS’s strategic directions and plans.
* Performs miscellaneous job-related duties as assigned.

**Minimum Job Requirements:**

* Master’s degree and at least 7 years of directly relatable experience

**Knowledge, Skills and Abilities Required**:

* Knowledge of the Project Management body of knowledge
* Ability to analyze complex problems, interpret operational needs, and develop integrated, creative solutions.
* Skill in financial planning and management.
* Advanced verbal and written communication skills and the ability to present effectively to small and large groups.
* Demonstrated ability to successfully direct, coordinate, and strategically integrate multiple projects at an institutional level.
* Ability to effectively lead, influence and achieve results without always having positional authority.
* Knowledge and understanding of organization structure, workflow, and operating procedures.
* Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.
* A level of comfort with ambiguity and the ability to facilitate finding common ground among competing priorities and differing perspectives.

**Preferred Qualifications:**

* Advanced degree
* Experience leading large scale, complex initiatives and change management
* Depth of knowledge or experience in public higher education
* Project Management Professional (PMP) certification

**Supervisory Responsibility:** This position directly supervises, if/as assigned, staff associated with the Office of the President.

**Work Environment:** Work is conducted in a fast-paced, in-person office environment and across campus. Some travel is required, including to the regional campus in Machias.

**Work Year:** Full-time, fiscal year.

**Work Schedule:** Normal University of Maine business hours are Monday through Friday 8:00 a.m. to 4:30 p.m. Due to the nature of the position, frequent work beyond regular hours (to include evenings and weekends) will be necessary to meet the requirements of the position.

**Position Type:** Soft Money grant funded. Contingent on funding and successful performance.

**Schedule for Evaluation:**  In accordance with guidelines established in The Handbook for Non-Represented Faculty, Professional and Administrative Staff. The initial appointment will be for three years which includes a probationary period during the first 12 months at which time an evaluation will take place. Near the end of the initial 3-year term, administrative performance will be evaluated in accordance with University policy.

**Job Family/Salary Grade:** 11/09

Appropriate background checks required.

All UMS employees are required to comply with applicable policies and procedures, as well as to complete applicable workplace related screenings, and required employee trainings, such as Information Security, Safety Training, Workplace Violence and Sexual Harassment.