NWCCU Data Project Manager Job Description

Job Overview

The Northwest Commission on Colleges and Universities (NWCCU) is seeking a Project Manager with Data Analytics/BI experience to join our team to help support our Commission’s grant supported work to reduce equity gaps and promote student success in our member institutions. If you’re a detail-oriented and passionate self-starter, we encourage you to apply.

Responsibilities for Project Management:

- Work with NWCCU staff to define project roadmap, goals, and milestones
- Predict, track, and manage project resources in an effective and efficient manner
- Prepare budgets based on scope of work and resource requirements
- Track project costs in order to meet budget
- Develop and manage a detailed project schedule and work plan
- Provide project updates on a consistent basis to various stakeholders about strategy, adjustments, and progress; maintain excellence client and consultant relationships
- Manage contracts with vendors and suppliers by assigning tasks and communicating expected deliverables
- Utilize industry best practices, methods, and standards
- Monitor progress and adjust as needed to meet project goals
- Measure project performance to identify areas for improvement

Responsibilities for Data/Project Analytics:

- Data entry, maintenance, and retrieval from software tools and systems
- Provide timely, accurate, and relevant updates for internal and external stakeholders
- Follow federal, regional, and other regulations related to working with educational data
- Execute integration of data from IPEDS, Annual Reports, and other sources into reports for evaluation teams and member institutions
- Manage data discrepancies with member institutions
- Prepare data reports for public and member institution consumption (on the web and in static reports) for reporting, meetings, audits, and presentations
- Collaborate with member institutions, other accrediting agencies, and institutional research associations
- Develop and maintain project dashboard for timely analysis of key project metrics
Qualifications:

- Bachelor’s degree from a regionally accredited institution of higher learning in business, computer science, or a related field
- 5-8 years of project management and related experience
- Project Management Professional (PMP) certification preferred
- Minimum of 2 years of experience in data analytics/business intelligence
- Proficient with Excel, Tableau (certification preferred)
- Strong familiarity with project management software tools, methodologies, and best practices
- Experience seeing projects through the full life cycle
- Excellent analytical skills
- Proven ability to solve problems creatively
- Strong interpersonal and relationship management skills and extremely resourceful
- Ability to maintain a professional demeanor and adapt to rapidly changing priorities
- Demonstrated ability to prioritize multiple projects simultaneously to meet deadlines within planned scope, budget, and timeline

Location: Redmond, WA

Term: Permanent, 12-month position

Salary and Benefits: Salary commensurate with qualifications and experience, and benefits include TIAA retirement plan, health insurance, and long-term disability

Reports to: NWCCU Vice President for Data Science and Analytics

Start Date: July 1, 2020 or soon thereafter

Application: Submit letter of application, resume, other relevant materials, and list of three to five references in PDF format to employment@nwccu.org no later than May 29, 2020.

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