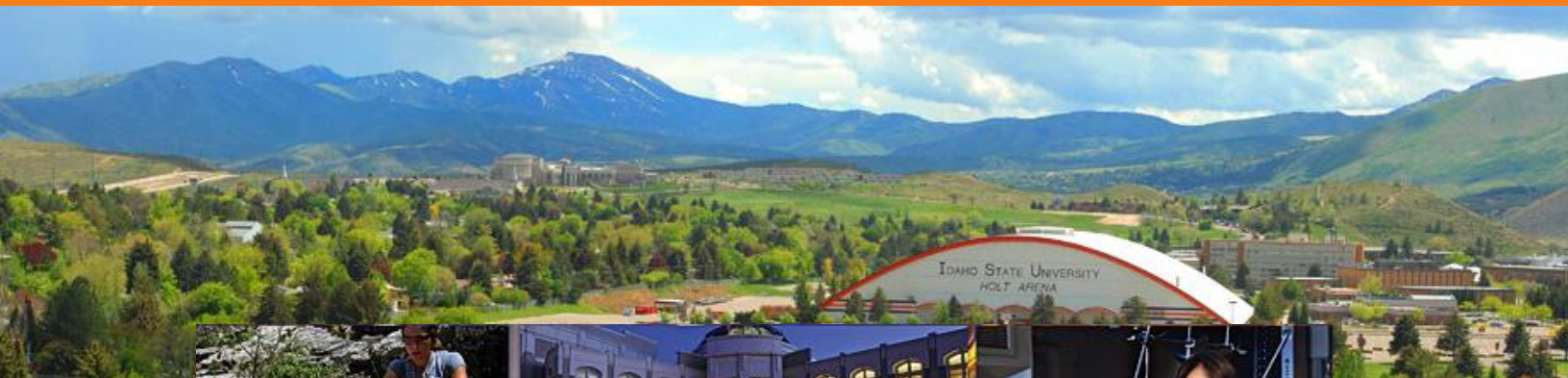


Idaho State University
Pocatello, Idaho

Position Specifications
ITS Project Manager
April 2015

Prepared by:
Summit Search Solutions, Inc.



Idaho State
UNIVERSITY

www.isu.edu

THE INSTITUTION

Idaho State University (ISU) combines exceptional academics amidst the grand natural beauty of the West. ISU faculty and students are leading the way in cutting-edge research and innovative solutions in the areas of energy, health professions, nuclear research, teaching, humanities, engineering, performing and visual arts, technology, biological sciences pharmacy and business. ISU is the state's designated lead institution in health professions and medical education.

Idaho State University, a Carnegie-classified doctoral research high and teaching institution founded in 1901, serves a diverse population by attracting students from around the world to its Idaho campuses. At the main campus in Pocatello, and at locations in Meridian, Idaho Falls and Twin Falls, ISU offers access to high-quality education in more than 280 programs. Almost 14,500 students attend ISU, receiving education and training in those programs. To read more, visit: www.isu.edu

Location: Pocatello, Idaho

THE OPPORTUNITY

An experienced project manager will guide Idaho State University through a variety of implementation projects, including two critical system implementations. Upcoming projects will include, the restructuring and revitalization of the university's web presence through the implementation of a web content management system (web CMS). Additionally, a forthcoming project will improve the recruitment of students to the university through the implementation of a recruiting constituent relations management system (recruiting CRM). Upon completion of these projects, and/or as time permits, the position will be responsible for other project management functions within Information Technology Services at ISU. He/she will report to the manager of Enterprise Applications within ITS.

Immediate Implementation Project Duties:

- Manage implementation of new web CMS system with a focus on relation to responsive design, web site redesign needs and migration (and reorganization as needed based on analytics assessment) of existing content.
 - Complete project on schedule and within budget.
 - Coordinate with and lead other campus units for an effective implementation.
 - Participate in development of campus web content policies, procedures and approval processes.
- Manage implementation of new recruiting CRM system and assist with campus-wide effort to write RFP evaluate responses, and select vendor.
 - Complete project on schedule and within budget.
 - Coordinate with other campus units for an effective implementation.

Ongoing Project Management Duties:

- Completes projects by coordinating resources and timetables with user departments and Information Technology Services.
- Accomplishes financial objectives by forecasting project requirements; preparing related budgets; scheduling expenditures, and initiating corrective actions.

Qualifications:

- Bachelor's degree in relevant field or equivalent combination of training and experience required.
- Professional work experience in software project management required, professional work experience in higher education preferred.
- Experience evaluating and implementing complex software systems, especially web CMS or recruiting CRM systems preferred.
- Experience managing organizational change processes preferred.
- Demonstrated strong interpersonal skills and ability to deal effectively in a team environment.

Idaho State University values individuals with varying traditions, cultures, identities, expressions, orientation, religious beliefs, economic backgrounds, racial and ethnic origins. ISU believes that promoting diversity and a respectful work and learning environment is a key component to preparing students for success in a global economy. ISU strongly encourages applications from candidates who share these values.

PROCEDURE FOR CANDIDACY

Confidential review of applications will begin immediately and continue until the position is filled.

Please submit resume and cover letter upon application. Click the following to apply. [Apply Now](#)

Or copy and paste the following link into your browser:

<http://summitsearchsolutions.catsone.com/careers/index.php?m=portal&a=apply&jobOrderID=5204871&portalID=5652>

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[Summit Search Solutions, Inc.](#) is a boutique executive search firm dedicated to serving education, healthcare and not-for-profit communities nationwide. Based in Asheville, NC, Summit has a team of experienced recruiting consultants in strategic locations across the country including New York, North Carolina, Colorado, and California. Summit brings precision, process, and passion to its work.



POCATELLO AND SOUTHEAST, IDAHO

Southeast Idaho is centrally located between Salt Lake City Utah and the popular vacation destinations of Yellowstone National Park, Grand Teton National Park and Jackson Wyoming. Southeast Idaho is often thought of as the outdoor lover's paradise as it has something for everyone. The hills and the spectacular northern Rockies around Pocatello Idaho are covered with mountain bike trails as well as a wealth of outdoor activities such as camping, fishing, hiking, hunting, skiing, boating etc.

Interesting facts about Pocatello and Idaho: (information taken from <http://www.visitidaho.org/moving-to-idaho/> and <http://www.pocatelloidaho.com/pages/LifeinPocatello/>)

- The city of Pocatello is located in southeast Idaho and nestled at 4,448 feet in the western foothills of the Rocky Mountains along the Oregon Trail.
- Pocatello has an unusually desirable four-season climate where clear, sunny and dry is the norm.
- Residents of Pocatello enjoy the city's 32 parks, a Museum of Natural History, the Fort Hall Replica, Golf Courses, Swimming Complex, Bike & Hiking Trails, Pocatello Junction, Skate Park, and the Pocatello Zoo.
- Bannock County has a population of 82,539 and the county seat is located in Pocatello which is populated by 54,255 residents.
- Based on average housing costs, utilities, health care, transportation, groceries and other services, Idaho's cost of living is the second lowest of the 11 western states.
- Idaho has a strong and diversified economy. Manufacturing and agriculture remain top industries while high-tech, tourism, retail, healthcare, business and information services are growth sectors.
- According to FBI statistics, Idaho's crime rate is the lowest in the West. The rate of serious crime is 21.3 percent less than the national average.
- Idaho has more river miles than any other state, 3,100 miles.

For additional information on Pocatello and Southeast Idaho, please visit:

City of Pocatello Idaho, <http://www.pocatello.us/>
Idaho State Journal (local news), <http://www.idahostatejournal.com/>
Visit Pocatello.com, <http://www.visitpocatello.com/>
Greater Pocatello Chamber of Commerce, <http://www.pocatelloidaho.com/>
History of Pocatello, <http://www.youtube.com/watch?v=EZayOwErfTg>
Idaho Adventures in Living, <http://www.visitidaho.org/regions/southeastern/>
Bannock County, <http://www.co.bannock.id.us/index.htm>

