The University of California Hastings College of the Law was founded in 1878 as the law department of the University of California and was the first law school in California. Over the years, it has built a legacy and reputation of being a preeminent institution comprised of renowned faculty committed to the study of legal theory and research, preparing students for careers in the judicial system, public service, and industry.

The College is redefining legal education through an experiential, interdisciplinary, and international approach to the law. By integrating rigorous academics with hands-on practice, the College is preparing its graduates to tackle the legal challenges—and leverage the opportunities—of the 21st century.

WEBSITE PROJECT MANAGER
Information Technology Department

Classification: Level 3 / Class Code 2250 / Exempt / Full-Time / Benefited
Hiring Salary Range: $57,890-$81,034 (commensurate with qualifications)
Posting Date: June 24, 2016

THE ROLE
The UC Hastings College of the Law is seeking an experienced and highly motivated contractual IT project manager to lead the planning, development, implementation and execution of the new U.C. Hastings website. The Website Project Manager will report to the Deputy CIO of Information Technology. This is a one-year temporary contract appointment.

RESPONSIBILITIES

Typical duties and responsibilities consist of, but are not limited to, the following:

- Manage web project requirements and parameters; obtain input from subject-matter experts; aligning deliverables with current or future Law School objectives.
- Manages all aspects of assigned web projects including: identifies and schedules resource needs, ensuring they are successfully delivered on time, on budget, to the required quality, and within scope; plans project life-cycle deliverables and resource availability and application; facilitates discussions for the exploration, evaluation, and design aspects of the website project.
- Manage the website project from inception to launch, driving and monitoring project progress, including tracking action items; facilitating design and implementation reviews; examining, research and resolving issues, escalating issues to appropriate authority; responds to team members' concerns; coordinates requirements with involved departments.
- Gather goals and objectives from both large and small stakeholder groups, and transform them into a clear set of project requirements. Participate in steering committees and task forces to drive direction and progress.
- Manage communication, expectations, and prioritization with a wide variety of stakeholders, successfully balancing stakeholder satisfaction with team and business needs.
- Ensure consistency and transparency across all projects, using standard processes, tools and templates.
- Investigate new methodologies and technologies that may improve the effectiveness of existing enterprise applications with the website.
- Develop and deliver progress reports, requirements, documentation and presentations as needed. Help identify blockers and potential risks, and develops escalation and mitigation plans.
- Leverage extensive experience, resourcefulness, and judgement to plan and accomplish goals.

**REQUIREMENTS**

**EDUCATION AND EXPERIENCE**
- BA/BS degree in Computer Science, Information Technology, Management Information Systems, Business Administration, or commensurate experience;
- 3+ years project/program management experience of experience managing full-life cycle web projects with many parts and stakeholders;
- Must understand website development process such as information architecture, wireframes, design, web analytics, and programming languages including Java, JavaScript, Action Script, ASP (Active Server Pages), HTML, CSS, HTML5/CSS3;
- Must have CMS experience (Adobe CQ5/AEM, TYPO3, Drupal, Wordpress, etc.);
- Must be familiar with platform migration projects, project management software and technology infrastructure, from cloud solutions to telecommunications;
- PM-Related certification and/or experience using project management software/applications preferred;
- Knowledge of accessibility best practices as it relates to web interfaces.

**KNOWLEDGE, SKILLS & ABILITIES.**
- Outstanding organizational skills and ability to multi-task efficiently Ability to manage multiple issues and/or projects in various stages.
- Must be capable of working effectively with a variety of people, from executives to system administrators.
- Ability to build consensus and negotiate agreement around complex issues amongst a diverse group of stakeholders Must possess a desire to help the business community succeed
- Excellent verbal, written, and interpersonal communication skills.

**BENEFITS**
- Comprehensive medical, dental and vision insurance coverage
- Life Insurance
- University of California Retirement Plan (defined benefit)
- Disability Insurance
- Legal Insurance
- Generous vacation and sick leave
- Thirteen paid holidays per year
- Pre-tax Retirement Savings Programs
- Flexible Spending Accounts for transportation-related, healthcare and dependent care expenses

**THE HIRING PROCESS**
To apply, go to: 

Failure to provide the information as required on the application form including attaching a cover letter and a resume shall immediately disqualify an applicant from employment consideration.
Please Note: **This position has been designated as “sensitive” and requires a pre-employment background check.**

Federal law requires employers to provide reasonable accommodation to qualified individuals with disabilities. Please contact Human Resources if you require a reasonable accommodation to apply for a job. Examples of reasonable accommodation include making a change to the application process, providing documents in an alternate format, using a sign language interpreter, or using specialized equipment.

**WHAT TO EXPECT**

Applicants who meet the position requirements will be competitively evaluated to identify the individuals whose breadth and depth of experience and education most closely relate to the stated requirements and the needs of the College. Depending on the quality and number of the applications received, only the better qualified applicants may be contacted for an interview. **The position is open until filled.**

*UC Hastings College of the Law is an Equal Opportunity Employer*