Project Manager - 25532
This position will be working with the Clinical Trials Management System (CTMS) Project as a Project Manager. The CTMS Phase 2 project is part of the Mayo Clinic Research Enterprise initiative to implement a shared Clinical Trial Management System that standardizes processes, tools, and systems. This phase includes Electronic Data Capture and Data Management, which is considered a core component of managing clinical trials. A Project Manager has overall responsibility for planning, directing, coordinating and delivering activities pertaining to the technology and business solution. Project Managers ensure project goals are well-defined and are accomplished and aligned with business objectives; identify tasks required to meet those goals and manage required resources from functional and administrative teams; are familiar with and monitor all major (functional and Business) project activities. In addition to direct project management responsibilities, the project manager is required to support the establishment and maturation of the project management infrastructure, developing templates, promoting best practices, developing and/or procuring tools, educating and mentoring of team members and other project managers both within and external to the PMO.

Department: Research Administrative Services

Qualifications: BA/BS and 5 years of Project Management experience minimum. Masters Degree and/or Project Management Professional (PMP) certification preferred. Knowledge and experience with Microsoft Project and of project planning methodologies. Excellent communication and facilitation skills with the ability to work well with teams. Able to handle a wide variety of tasks and projects simultaneously and efficiently and be able to define and prioritize goals and objectives. Needs to be self directed and able to articulate complex topics to teams and management. Able to work independently and interact with a wide variety of personalities. Requires strong skills in Microsoft Project, Excel, Word, PowerPoint and project scheduling and monitoring software tools. In addition to standard project management skills, leadership skills are of utmost importance, in particular team building, performance management, conflict resolution, negotiation, and problem solving.

Apply here: http://www.mayoclinic.org/jobs-rst/find-job.html
Click on find, insert the job number 25532 and follow the directions.