

STATE OF MICHIGAN

Information Technology Project Coordinator Job Opportunities

If you are looking for an exciting career in IT Project Management, the State of Michigan's Department of Technology, Management & Budget (DTMB) offers a variety of IT Project Coordinator and IT Project Manager career opportunities.

Why become a State of Michigan employee?

- Excellent benefits packages
- Flexible schedules available
- Work life balance
- Opportunity for advancement
- A great opportunity to serve your community!

To apply: www.michigan.gov/statejobs

To explore benefit options: <http://State of Michigan Benefits and Incentives>

DTMB offers many IT Project Coordinator and Project Manager career opportunities. It is widely recognized within the information technology industry that portfolio, program, and project management are best practices that promote the delivery of on-time, on-budget systems that meets customer expectations.

As an IT Project Coordinator you will provide planning and support for portfolio, program, and project management within a designated Project Management Office supporting agency projects within the State of Michigan.

There are two levels in the IT Project Coordinator classification:

Information Technology Project Coordinator P11

As an IT Project Coordinator P11 you will be responsible for assisting the Program Manager and Project Managers with analysis, documentation, tracking, and reporting for the overall project portfolio and specific projects within the Program Management Office.

Information Technology Project Coordinator 12

As an IT Project Coordinator 12 you will assist the Program Management Office in the creation and regular delivery of portfolio metrics, including information on budget, schedule, and scope. In addition, you will provide project management support for agency projects, utilizing a formal project management methodology.

QUALIFICATIONS

To qualify for an IT Project Coordinator position, you must possess a bachelor's degree with 21 semester (32 term) hours in computer science, data processing, computer information systems, data communications, networking, systems analysis, computer programming, project management, or mathematics. No specific type or amount of experience is required for the ITPC P11. Three years of professional IT Project Coordinator experience supporting projects in a systems development environment is required for the ITPC 12 level.

Alternate Education and Experience:

Possession of an associate's degree with 16 semester (24 term) credits in computer science, data processing, computer information systems, data communications, networking, systems analysis, computer programming, project management, or mathematics; and, two years of experience as an application programmer, computer operator, project coordinator for an IT technical project, or information technology technician may be substituted for the education requirement.

OR

Educational level typically acquired through completion of high school and three years of experience as an application programmer, computer operator, IT project coordinator, or information technology technician may be substituted for the education requirement.