

**PROJECT MANAGER – CLIENT SERVICES DELIVERY  
SUMMER STUDENT – FULL TIME TERM**

Reporting to the Director, Client Services Delivery, the Project Manager, Client Services Delivery summer student provides project management services to Information Technology Services (ITS). The incumbent guides the efforts of ITS, business units, and external vendors to achieve project objectives, while balancing competing project constraints of scope, quality, schedule, budget, resources, and risks. The incumbent will manage small to standard sized projects; project assignments will vary in number, size and complexity. Project Manager, Client Services Delivery summer student will also have the opportunity to participate in Project Management Office (PMO) process improvement activities to further advance their project management knowledge.

**Duties:**

- Assist with PMO Process Improvement initiatives. This may include development or modification of processes and templates, communications related to process improvement activities, training related to process improvement activities, and analysis on impact of process improvement activities.
- Manage several small projects, which will include developing scope statements, development and management of project schedules, budget management, change management, risk management, issue management, etc.
- Assist with the Windows 11 Discovery Program. Duties may include development and management of schedules and other project artifacts, management of small to standard remediation activities, and participating on large remediation activities.
- Other duties as assigned.

**Primary Qualifications:**

- Minimum of 1 year completed education in a Post-Secondary Institution with a focus towards Business Information Technology, or Business Administration.
- U of M Computer Science Faculty, U of W Applied Computer Science, similar programs.
- U of M Business Administration, other similar programs.
- RRC Business Administration, other similar programs.
- Understanding of basic project management methodologies and concepts.
- Familiarly with software delivery lifecycle.
- Excellent communication skills, planning and organizational skills.
- Familiarity with project scheduling tools such as MS Project.
- Certifications are optional/beneficial but not required, and could include entry-level certifications such as: Prince 2, PMP, Masters Certificate in Project Management.
- Effective communication skills (both written and verbal).
- Excellent customer service skills
- Knowledge of Microsoft Office Suite applications, Smart Sheet and Microsoft Project.
- Must maintain a valid class 5 driver's license.
- Intermediate skills in Microsoft Office (Word, Excel, Outlook)
- Core competencies for this position include customer service, teamwork and cooperation, communication, self-development and initiative, valuing diversity, integrity and building trust, achieving quality results, technical/professional knowledge. These competencies are deemed important for the success of the position.

**Interested Individuals should apply by submitting a current resume and application to:**

**Email:** [careers@mbl.ca](mailto:careers@mbl.ca)

**All applications are due by February 15, 2024.**

We thank all interested applicant, however, only those selected for interviews will be contacted.