



# HUMBOLDT STATE UNIVERSITY



## CMS Project Coordinator (Revised)

Review: August 1, 2008

(Job #08-60) **CMS Project Coordinator (Administrative Analyst/Specialist II) \$4,631.00 - \$6,949.00/month.** (Appointments are typically made at the beginning of the salary range.) This is a full-time, 12-month, permanent position in the Department of Common Management Systems.

**Description:** Humboldt State University is seeking a Common Management Systems (CMS) Project Coordinator to assist in the planning, design, implementation, and support of HSU's PeopleSoft/Oracle Human Resources, Campus Solutions (Student Administration), CRM and Financials systems and other related CMS projects. These projects encompass numerous major activities that involve the entire campus community. Activities will include assisting with the implementation of major release upgrades for Finance and HCM; assisting with the implementation of the SA 8.9 application, self-service functionality; and numerous additional modules that operate within the existing applications.

**Duties:** Under supervision of the CMS Project Director, the CMS Project Coordinator will assist in the coordination of ongoing production support, implementations, and upgrades of all CMS Projects to include the following:

- Assisting with building and leading CMS project teams;
- Facilitate project team meetings;
- Participate in all phases of the project life cycle;
- Create and execute comprehensive project plans showing tasks, resources, dependencies and status throughout the life of the project, revising as appropriate to meet changing needs and requirements;
- Develop, prioritize and track project action items and issues; document all necessary items as needed;
- Provide direction and/or participate in the preparation of time & cost estimates for proposed customizations, upgrades and other project activities;
- Provide assistance with fit/gap analysis;
- Ensure adherence to established processes, where opportunities for value improvement exist, coordinate business process reengineering studies to enhance processes;
- Prepare departmental, campus and Chancellor's Office status reports;
- Participate in CSU-wide meetings, as necessary;
- Provide support to end-users to facilitate problem resolution;
- Work with staff to ensure quality and expectations for standards are met;
- Ensure data integrity of all systems;
- Lead and assist with end user feedback and satisfaction measurement and improvement initiatives;
- May include some departmental financial analysis and budget forecasting and reporting.

**Minimum Qualifications: Education & Experience:** This position requires an undergraduate degree or an equivalent combination of education and experience; experience with PeopleSoft / Oracle Enterprise Applications preferable.

**Knowledge, Abilities & Specialized Skills:** Applicants should possess some experience in sys-

tems analysis; experience with Microsoft Project; demonstrated knowledge of project control techniques, including milestone and critical path scheduling; demonstrated ability to translate needs analysis into formal designs; strong organizational skills; superior interpersonal and leadership skills are required; excellent written and verbal communication skills; commitment-to-task; must be a self-starter with strong decision making skills and ability to work under pressure. Experience working with budget forecasting and reporting beneficial though not required.

**Application Procedure:** Applicants must submit of a letter of interest, **HSU application**, detailed resume and contact information for three professional references to Human Resources, 1 Harpst Street, Arcata, CA 95521-8299.

**Application Deadline:** Application materials received by Friday, August 1, 2008 will be given first consideration. This position will remain open until filled.

Human Resources  
Siemens Hall - Room 211  
Arcata, CA 95521-8299  
(707) 826-3626 Voice & TDD  
Fax: (707) 826-3625

[www.humboldt.edu/~hsuhr/vacancies.html](http://www.humboldt.edu/~hsuhr/vacancies.html)

Email: [hsuhr@humboldt.edu](mailto:hsuhr@humboldt.edu)

**Note to Applicant:** The successful applicant will be required to submit their fingerprints to the Live Scan Services through the University's Police Department. Humboldt State University will pay all costs associated with this procedure.

*It is the responsibility of the applicant to provide complete and accurate employment information. Incorrect or improperly completed applications will not be considered for vacancies. Any reference in this announcement to required periods of experience or education is full-time activity. Part-time experience or education--or activities only part of which are qualifying--will receive proportionate credit. In accordance with applicable Collective Bargaining Agreements, preference may be given to the campus applicants covered by these agreements. However, positions are open to all interested applicants, both on and off campus. Class Code: 1038*

**Publication Date: July 9, 2008**

Humboldt State University is committed to achieving the goals of equal opportunity and endeavors to employ faculty and staff of the highest quality reflecting the ethnic and cultural diversity of the state. Additional information about Humboldt State University can be found at [www.humboldt.edu](http://www.humboldt.edu).

Humboldt State University is an Equal Opportunity/Title IX/ADA Employer. Applications from and nominations of qualified women, minority candidates, covered veterans and disabled persons are particularly encouraged. Humboldt State University hires only individuals authorized to work in the United States.



**Humboldt State University** is part of the 23-campus California State University system. The University has a comprehensive arts and sciences curriculum, which is recognized nationally for its high academic quality. Founded in 1913, HSU is one of the premier, public institutions in the western United States; it is a rural and residential campus with an enrollment of approximately 7,500 students. The main campus is located in Arcata, California, in the northwestern part of the state along the coast, and situated among redwood trees in an area that offers unmatched scenic beauty, moderate climate and opportunities for outdoor activities. The surrounding Humboldt County locale has a population of 130,000. The community offers an excellent range of businesses, services and cultural activities/performances. The local schools are ranked in the top performance percentiles, both nationally and in the state.