

## Junior Project Manager

# Langara.

THE COLLEGE OF HIGHER LEARNING.

Phone :

Web :

### Job Summary

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Vacancy :

Deadline : Aug 03, 2024

Published : Jul 03, 2024

Employment Status : Full Time

Experience : Any

Salary :

Gender : Any

Career Level : Any

Qualification :

## Job Description

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*Interested in a career at Langara College?*

Our employees exemplify Langara's values of excellence, collegiality, innovation and integrity. If you think this position fits your qualifications, we encourage you to apply!

Langara College is located in Vancouver, B.C.: applicants to postings must be located in BC or willing to move to BC to accept work with Langara College. Exceptions to this will be clearly outlined in the event Langara College requires work (or positions to be based) to be performed outside BC or Canada.

Current employee? Apply through Careers in your Workday account.

Job Title: Junior Project Manager

Employee Group: Administrator

Employee Type: Temporary (Fixed Term)

Start Date: Monday, July 29 2024

End Date (if applicable): Tuesday, March 31 2026

Job Description: The Junior Project Manager is responsible for overseeing small to medium scale projects or smaller components of large scale projects such as technical, change management, and reporting workstreams. The incumbent will work with and provide support to the project managers, tracking progress, managing project communications, conducting analyses and other associated project tasks. The position also provides oversight and support for the project and consultation SharePoint sites and acts as digital librarian. The incumbent will liaise with internal and external stakeholders to maintain alignment with the work performance standards set by the College.

Qualifications Required:

Education & Experience

- Completion of a bachelor's degree in business management, computer science, or management information systems.
- Minimum of three (3) years of recent and directly related experience, preferably in public sector organizations.
- An equivalent combination of education and experience may be considered.
- Knowledge of project management practices.
- Knowledge of content management systems and ERP systems.
- Advanced proficiency of standard computer applications including word processing (Word), spreadsheets (Excel), presentations (PowerPoint), organization charts (Visio), and collaborative platforms (SharePoint, JIRA).

Skills & Abilities

- Strong oral and written communication skills, including the ability to communicate through a variety of outlets.
- Ability to establish collaborative relationships with senior management, employees, vendors, other post-secondary institutions, and/or the general public.
- Strong project management skills and organizational skills (planning, scheduling, coordinating).
- Ability to work independently and to be a self-starter.
- Ability to work collaboratively in a diverse environment.
- Effective time management skills in meeting deadlines, prioritizing, and coping with interruptions.
- Strong attention to detail.
- Ability to maintain a high degree of confidentiality through tact and discretion when conducting research or working with confidential information.
- Ability to perform research, problem solve, organize material, conduct analysis, and evaluate data.
- Ability to use sound judgment, consistent logic, rationality, and objectivity in decision-making.
- Ability to perform routine and complex work with a high degree of accuracy.
- Ability to concentrate for long periods of time.

To obtain the full job description, please contact

our recruitment team.

Salary Range: \$37.91 - \$55.60 per hour

Pay Grade: Admin Paygrade 07

Compensation beyond the mid-point requires approval by the Public Sector Employers' Council Secretariat (PSEC).

Scheduled Weekly Hours: 35

Hours may vary according to the needs of the department.

Closing Date: Tuesday, July 9 2024

People and Culture is committed to embracing, honoring, and promoting diversity, equity, and inclusion in our workplace. We remain dedicated to focusing our efforts on creating an inclusive employee community that fosters a sense of safety and belonging for everyone. We humbly acknowledge that we are just beginning our journey, which includes engaging in our own internal learning and creating a data-driven action plan that supports the integration of EDI practice into the work of People and Culture and the work we do with employees and leaders. Langara College welcomes applications from everyone including people from groups that are experiencing inequity including, but not limited to, Indigenous people, racialized people, people with disabilities, and members of the 2SLGBTQIA+ community. If there are any barriers that you are experiencing or an accommodation that we can provide to support you through the application process, please contact us.

Shortlisted candidates will be required to provide proof of educational and professional credentials noted on their resume. In addition, those shortlisted with international credentials must have their education credentials evaluated through WES (World Education Services) and provide Langara College, People & Culture document evaluation access for employment purposes.

We thank you for your interest in Langara College and for taking the time to complete an application. Only complete applications will be reviewed. Please be advised that only shortlisted candidates will be contacted due to the number of applications received.

Langara is committed to enhancing our diverse workforce.

**Education & Experience**

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**Must Have**

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**Educational Requirements**

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**Compensation & Other Benefits**

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