



Columbus College of Art & Design

## **Project Manager**

CCAD's Auxiliary Services Department is seeking a Project Manager professional who enjoys fast-paced roles, can work independently with little supervision, is a critical thinker, and has the ability to multi-task to fill this role. The auxiliary services department is a highly collaborative and cohesive team, providing a wide range of high-quality services for our faculty, staff, and students. We are dedicated to our mission of being an agile, trusted, strategic partner who delivers sustainable services and solutions that contribute to CCAD's success through the attraction, retention and engagement of a talented creative, diverse and inclusive workforce and we would love for you to join our team!

### **SUMMARY**

This role collaborates with multiple internal and external areas of the college and will have cross-functional responsibilities for the delivery of projects and events. The PM will assist in leading the Auxiliary Services and Operations Services in completing projects and managing events that support the college's strategic plan and initiatives. The ideal candidate must be an effective communicator, able to create both short and long-term plans, have the ability to keep all teams at every level (including senior and executive), on schedule and on budget, and the ability to make quality decisions that forward the progress and goals of the college. This position will assist the AVP for Operations with developing and implementing standard operating procedures and efficiencies across the college in support of the College Strategic Plan. The PM will provide exemplary service to all internal customers and be viewed as a trusted, reliable resource for resolving issues, providing solutions, and working for the betterment of the overall college goals.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Facilitates planning and implementation of details and logistics for departmental events and assigned projects
- This role will function as a liaison between facilities, food service, IT, and college departments and programs to ensure successful delivery of events and assigned projects
- Ability to develop detailed project plans to monitor and track progress
- Measure project performance to identify areas for improvement
- Manage online sales of tickets and products
- Participates in annual budget planning, tracks expenses, and compiles monthly reports
- Oversees and monitors services and deliverables with vendors
- Develops and builds relationships with external vendors; recommending partners that the college should partner with while driving value through the relationship
- Report project outcomes and/or risks to the appropriate management channels as needed—escalating issues as necessary based on project work plans
- Measure project performance to identify areas for improvement
- Responsible for driving projects to on-time completion, or communicating changes to project timelines, scope, and budget as appropriate.
- Assist in creating and improving workflow processes for Auxiliary and Operations
- Performs other duties and projects as assigned or as they evolve

### **PREFERRED QUALIFICATIONS**

Must be able to satisfactorily perform each essential duty listed above. Additional qualifications include:

- Excellent interpersonal skills/communication skills: verbal, written, presentation
- Ability to work collaboratively and with a high level of detail

- Strong problem-solving and organizational skills.
- Ability to multitask in a fast paced environment.
- Ability to influence tasks to ensure completion of projects.
- Ability to coordinate internal resources and third parties
- Strong working knowledge of Microsoft Office and Google Suite
- Solid organizational skills including attention to detail and ability to multitask

#### **EDUCATION and/or EXPERIENCE**

- BA/BS degree in Business Administration, Project Management, or a related field required
- Experience working in project management - 3 years preferred
- Knowledge and experience managing both projects and events
- Ability to work with in a diverse, creative higher educational environment
- Experience in Higher Education setting is a plus

**PHYSICAL DEMANDS** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear
- The employee must occasionally lift and/or move up to 25 pounds
- Specific vision abilities required by this job include close vision

**WORK ENVIRONMENT** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- The noise level in the work environment is usually moderate.
- While performing the job duties, the employee is occasionally exposed to outside weather conditions.

**COMPENSATION:** This position is full-time, exempt. Compensation is commensurate on experience and qualifications. CCAD offers a benefits package including: vacation time, additional paid time off while the college is closed during winter break, sick time accrual, health and dental insurance, life and disability insurance, 403B retirement contribution, tuition remission, campus parking, and free admission to the Columbus Museum of Art.

**HOW TO APPLY:** Visit [www.ccad.applicantpro.com/jobs/](http://www.ccad.applicantpro.com/jobs/) to submit your application. When asked to upload application materials, please submit a resume/CV and a cover letter. If you are applying from any website other than CCAD or Indeed, you will receive a follow up email 3 hours after your initial submission directing you to follow the link and complete your application. You must complete this two-step process, or your application will be considered INCOMPLETE.

#### **CCAD Vaccination & Booster Requirement Notice**

Columbus College of Art & Design (CCAD) is committed to protecting our students, employees, and our communities from COVID-19. Toward that goal, and in consideration of guidance released by the state of Ohio, the U.S. Centers for Disease Control and Prevention (CDC), and a variety of public health authorities and professional organizations, CCAD is implementing a vaccination & booster requirement policy for its students and employees.

All employees, including on-campus, hybrid, or fully remote status, are required to receive the Covid-19 vaccination and booster shot (if eligible) as determined by CCAD and provide proof of their fully vaccinated/up to date status upon hire.

Reasonable Accommodation: Employees in need of an exemption from this policy requirement due to a medical reason, or because of a sincerely held religious belief, must request a Request for Accommodation form from Human Resources to begin the interactive accommodation process. Accommodation requests will be considered on a case-by-case basis and/or granted where they do not cause CCAD undue hardship or pose a direct threat to the health and safety of others.

Please direct any questions regarding this notice to Human Resources at [humanresources@ccad.edu](mailto:humanresources@ccad.edu).

**\*CCAD reserves the right to modify, supplement, revise, or rescind any part of this notice as it deems necessary or appropriate with notification.**

#### **About CCAD:**

[Columbus College of Art & Design](#) teaches a diverse undergraduate and graduate student body in the midst of a thriving creative community in Columbus, Ohio. Founded in 1879, CCAD is one of the oldest private, accredited, and nonprofit art and design colleges in the United States. CCAD offers 11 BFA programs in a variety of visual art and design disciplines, a Master of Fine Arts in Visual Arts, and a Master of Professional Studies in Retail Design that produce graduates equipped to shape culture and commerce at the highest level.

At the core of CCAD is [The CCAD Way](#), one of Creative Collaboration, Intentional Inclusivity, and Proven Potential. Our [Core Values](#) of Respect, Positivity, Inspiration, and Accountability unite us. CCAD's [Presidential Commission on Diversity, Equity & Inclusion](#) works to help CCAD grow with intention into a more inclusive and equitable institution. Learn more at [ccad.edu](http://ccad.edu).

#### **About Columbus:**

As the 14th largest city in the country and the largest and fastest-growing city in Ohio, [Columbus](#) is collaborative, open, and dynamic. Between incredible arts and entertainment, exciting collegiate and professional sports, and a spectacular downtown riverfront of sprawling greenspace, Columbus has something for everyone. Here, you'll find all the culture and amenities you'd expect in a major city, with the friendly and approachable attitude of the Midwest. Franklin County, where Columbus is located, is the epicenter of the state's political, economic, and social presence and is home to 1.3 million residents with a median age of 34. Columbus is a top city for equality and was the recipient of a perfect score from the Human Rights Campaign in 2020. And central Ohio is serious about higher education: the [Columbus region](#) is home to 52 college and university campuses, with 22,000 annual college graduates. Because CCAD is closely tied to the city's numerous art and design spaces and ever-expanding districts, you'll have plenty of places to experience creativity and showcase your own.

#### **EEO Statement:**

As an educational and cultural institution, a culture of equity and inclusion is not an add-on at CCAD, rather it is central to how we define creative excellence and the health of our institution. CCAD believes that a culturally diverse campus is integral to academic excellence, and our student, faculty, staff, and trustee bodies should reflect the diverse world in which we live, with attention to race, ethnicity, religious creed, national origin, age, sex, sexual orientation, gender identity or expression, and ability. At CCAD, we are determined to foster an environment of inclusion and equity. CCAD is an equal opportunity employer and encourages applications from individuals who will contribute to its diversity.