



GMHEC Strategic Technology Initiative

Technical Project Lead Consulting Opportunity

Green Mountain Higher Education Consortium

The Green Mountain Higher Education Consortium located in northern Vermont was founded by Champlain College, Middlebury College and Saint Michael's College in 2013. The Consortium aims to help its members to lower cost while providing better services.

This summer, the Consortium and its members entered into agreements with Blackbaud and Oracle to purchase their respective software of RE NXT for Advancement and Oracle Fusion Cloud for Human Capital Management (HCM) and Finance. Implementation of RE NXT is projected to start in January 2018 and to last ten months. Implementation of Finance is slated for April 2018 through November 2018 while the HCM implementation is slated for July 2018 through March 2019. The Consortium has the option to purchase Oracle's new Student Cloud modules, as well, once they are fully developed and is tentatively planning to begin that implementation in 2020.

Engagement Summary

The Green Mountain Higher Education Consortium (GMHEC) and its members have committed to purchase software together to support their fundraising, human resources and finance functions and to implement those modules together in the next two years. The Technical Project Lead is an integral part of this project.

The GMHEC Technical Project Lead is responsible for serving as the liaison between software consultant implementers, software vendors, the GMHEC consortium and the three member colleges (Middlebury College, St. Michael's College, Champlain College) in the delivery of software platforms. The position focuses on the technical deliverables of these software projects. This is a technical leadership role focused on ensuring on-time, under budget delivery of the technical milestones. The successful person in this role will have the background and experience to provide technical insight, leadership and guidance for all three college's IT teams in conjunction with the software implementer and the software vendor. Skills around system architecture, data exchange architecture and project management will be required. This is a rewarding position for the right candidate because it is deliverable-focused and requires technical analyst, business analyst and organizational transition management skills combined.

The position reports to the Executive Director of the Consortium or the Project Manager. The governance model for the project stipulates that the Technical Project Lead works closely with and supervises the IT subject matter experts (programmers, systems analysts and technical architects) from the three colleges and coordinates the work with the project leads of the functional areas. The Technical Project Lead is a member of the IT Working Group along with the CIOs of the three schools. The IT Working Group is represented by its chair on the Project Steering Committee.

The position starts out October 1, 2017 at half time for two months, goes to full-time for the vast majority of the project duration and ends at half time for the final two months for wrap-up, ending June 30, 2019.

Essential Duties & Responsibilities:

- Coordinates the IT projects related to the implementation of the above software packages across all colleges and coordinates IT projects related to the implementation of shared/centralized services within the timeframe of this project.
- Prepares for implementation by gathering information and understanding of the status quo of each college's existing system architecture.
- Participates in and contributes to each college's technical plans to ensure a unified approach to the extent possible to the delivery of the specifications.
- Works with the software vendors and implementation partners to understand the technology milestone deliverables and works with each of the three colleges' IT teams to effectively ensure work is done on time, under budget and to specifications.
- Manages the technical section of the overall project plan and all of the technical activities that need to be accomplished at each organization for this project including work on interfaces, data extraction, data migration, systems' security, systems administration including testing and sign-off procedures.
- Works closely with college-level data governance groups.
- Responsible for documenting and reviewing technical specifications for the production loader integration deliverables in collaboration with programmers and analysts at the colleges.
- Liaises effectively between the vendor project manager, the CIOs and the IT team members assigned to the work.
- Identifies and socializes opportunities throughout the process for colleges to adopt one approach rather than three separate approaches to leverage best practices, improve quality of delivery and strengthen probability of delivering on time.
- Ensures unified leveraging of vendor platform toolkits, APIs and technical approaches by all three colleges to enable best practices during and after the project
- Reports weekly status, and proactively raises issues and potential risks to the Leads, Working Group, PM and GMHEC owner.
- Provides technical coordination advice for the ERP cutover and decommissioning strategies/timing for legacy solutions for the colleges.
- Provides technical guidance for activities assigned within the scope of responsibility.

Knowledge & Abilities

Must have a demonstrated expertise in and knowledge of:

- IT infrastructure including data migrations, integrations, testing methodologies, reporting.
- Project management methodologies.
- Transition management.

Must have a proven ability to

- Plan, coordinate and implement interface needs, integrations and data extracts/clean ups.
- Communicate effectively both orally and in writing.
- Build relationships with external and internal contacts.
- Manage multiple assignments, set priorities, and adapt to changing conditions and cultures.
- Use creativity, past experience and logic to see a project from concept to final implementation.
- Maintain confidentiality and appropriately handle sensitive information with tact and discretion.



Expected to regularly meet with subject matter experts and the project manager at the project's location in Vergennes, Vermont, and on occasion at the member colleges (Champlain College, Middlebury College and Saint Michael's College).

Relationship

This role could be performed as an Independent Contractor and/or as a termed, non-benefit eligible employee within GMHEC.