

POSITION DESCRIPTION

POSITION TITLE Associate Project Manager	LOCATION Headquarters – Pittsburgh, PA
UNIT OR STAFF DEPARTMENT Federal Projects	JOB NUMBER
DIVISION	DEPARTMENT OR SECTION
REPORTS TO - (TITLE) Director, Federal Projects	DATE 11/10/2011

PURPOSE OF THE POSITION

This position is primarily responsible for providing various support roles to project management. The activities within this role include support and monitoring, planning & design, and communication/team work.

RESPONSIBILITIES (LIST IN DESCENDING PRIORITY ORDER I.E. MOST IMPORTANT TO LEAST IMPORTANT)	
Areas of responsibility	Key activities within each area
Support & Monitoring	<ul style="list-style-type: none"> Track progress to ensure that Project benchmark and milestones are achieved on time. Create necessary reports for Project teams and leadership. Assist in the development and maintenance of scope documents. Participate and lend support to project meetings. Temporarily serve as a backup project manager as required Provide support to any project management tasks assigned.
Planning & design	<ul style="list-style-type: none"> Assist in the development and maintenance of requirements documentation.
Communications/Team work	<ul style="list-style-type: none"> Work collaboratively with all members of the organization. Work independently on assigned tasks and keep Team Lead and manager informed of progress Interface and work collaboratively with project management, quality assurance, customer support, and other team members to resolve bugs or other application programming issues.

(LIST OTHER SIGNIFICANT RESPONSIBILITIES ON SEPARATE SHEET)

JOB TITLE				
Associate Project Manager				
KNOWLEDGE AND SKILLS (INDICATE MINIMUM QUALIFICATIONS TO FULLY SATISFY POSITION)				
TYPE AND LEVEL OF EDUCATION AND DEGREE				
B.S. in some scientific discipline, Ideal candidates include working knowledge of SQL, Microsoft Visio, and Proficiency in Microsoft Office Suite				
EXPERIENCE				
None necessary, 1 year of related experience is ideal				
SKILLS				
Communication, organization, multi-tasking, problem solving, results oriented, analytical minded				
SPECIAL KNOWLEDGE				
OTHER				
POSITION IN ORGANIZATION AND SUPERVISORY RESPONSIBILITIES				
REPORTS TO - (TITLE)				
Senior Project Manager, Federal Projects				
DIRECTLY SUPERVISES				
(TITLES AND NUMBER)				
INDIRECTLY SUPERVISES				
(TITLES AND NUMBER)				
TYPE AND VARIETY OF ACTIVITIES SUPERVISED				
TOTAL NUMBER SUPERVISED	MANAGERIAL	PROFESSIONAL	NON-EXEMPT/CLERICAL	HOURLY
	0	0	0	
RELATIONSHIPS RESPONSIBILITY (INDICATE WITH WHOM, FREQUENCY AND TYPE DESCRIBE AS REQUIREMENTS FOR NEGOTIATING, PERSUADING AND SELLING INSIDE AND OUTSIDE COMPANY)				
ACCOUNTABILITY (INCLUDE FREEDOM TO ACT AND DESCRIBE IMPACT ON END RESULTS)				
SCOPE DATE				
INVESTMENT RESPONSIBILITY	\$	VALUE OF PROJECT RESPONSIBILITY	\$	OTHER (SPECIFY) \$
ANNUAL SALES/REVENUE	\$	ANNUAL VALUE GOODS/ SERVICES PROVIDED	\$	OTHER (SPECIFY) \$
ANNUAL EXPENSE BUDGET	\$	OTHER (SPECIFY)	\$	
PREPARED BY			DATE	
DIVISIONAL REVIEW			DATE	
CORPORATE APPROVAL (COMPENSATION MANAGER)			DATE	