POSITION: IT Projects Coordinator
Informatics Research Institute (IRI)
University of Louisiana at Lafayette (UL Lafayette)

RESPONSIBILITIES: Assist the leadership in the overall planning and completion of contracted IT projects within a wide variety of business units and programs. Primarily in support of a strategic partnership between UL Lafayette and the Louisiana Department of Health and Hospitals (DHH), act as a project coordinator, overseeing a portfolio of software development and maintenance projects. The position will serve as liaison between client and Institute leadership; ensuring effective communications and relationships between client, leadership and project team members are maintained. Assist in coordinating project roles, identify resource requirements, meet training needs, define project deliverables, provide customer satisfaction and reporting structures and insure quality of projects. Reviews and monitors project work to ensure that progress is within expected guidelines and is completed on time. Coordinate with the technical team supervisors to prioritize tasks as needed to meet the client’s targets. Identifies, tracks, monitors and communicates project-related issues, scope changes, variances and contingencies that may arise during the implementation of projects. Prepares and presents oral and/or written technical reports and project presentations. Organizes and conducts project team meetings.

QUALIFICATIONS: Bachelor’s degree (master’s preferred) in Management, Business Administration, Computer Science or Computer Information Systems (CIS) or a closely related field, with a demonstrated track record in project management, software development, and database development including the design, development, verification, integration and deployment of database solutions and software systems. Project Management Professional (PMP) desired but not required. Preference will be given to those candidates having at least three (3) years of experience in project management. Seven (7) years of work experience in project management in real world settings may substitute for the required bachelor’s degree; and, nine (9) years of work experience will be considered equivalent to a master’s degree.

ENVIRONMENT: The Informatics Research Institute (IRI) conducts integrative research and offers training solutions in the transformation of information for solving problems that impact our society. IRI leverages the expertise in its three constituent centers: Center for Business & Information Technologies (CBIT), National Incident Management Systems and Advanced Technologies (NIMSAT), National Science Foundation Center for Visual and Decision Informatics (CVDI). CBIT focuses its activities on fostering technology-driven innovations in a wide range of application domains and is a recognized leader in technology-based economic development in the state of Louisiana. The NIMSAT Institute is a homeland security and emergency management institute with a focus on the development of public-private partnerships and the application of advanced information technologies. CVDI is an NSF Industry/University Cooperative Research Center (I/UCRC), the only of its kind in the U.S. addressing Big Data issues, and the first ever such center in the State of Louisiana.

SALARY: Commensurate with qualifications and experience.

APPLICATIONS: The search committee will review applications starting immediately and continue until the position is filled. Candidates should send a letter of intent; curriculum vitae; and name, address and telephone number of at least four references. Additional materials, of the candidate’s choice, may also be sent. Applications should be sent to:

IT Projects Coordinator
Informatics Research Institute (IRI)
P.O. Box 44932
Lafayette, Louisiana 70504-4932