Harvard Business School
Portfolio and Project Communications Coordinator

The Communications Coordinator’s primary function and role is to assist the HBS Portfolio and Project Management Office (PPMO) team with project related communication and process development within the organization. They do so by supporting PPMO staff members with project communications and implementation of departmental practices. They may provide the following services:

- Draft planned maintenance communications to be shared with customers
- Assist in communicating the customer value delivered from IT projects on a regular basis
- Distribute a weekly update on highly visible IT projects to internal stakeholders
- Re-work, develop, and manage the internal department collaboration sites for the project management, portfolio/resource management, and business relationship management practice areas to allow for easy access to business processes and associated documentation
- Assist in documenting and supporting the rollout of new departmental processes
- Support the yearly large project investment process
- Provide tier 2 support for internal time tracking tool. Tasks may include transferring time from one code to another to support accurate time reporting for projects
- Participate in regular staff meetings
- Provide administrative support

Must have excellent communication skills both written and verbal. Must be familiar with a number of office and web technologies, including Microsoft Suite (MS Word, Excel Outlook, PowerPoint, Visio or equivalent, OneNote, OneDrive). ServiceNow and Changepoint experience a plus, but we will train the right candidate on these applications as needed. Professional demeanor and exceptional interpersonal skills a must. As a team player, will participate in discussions and interact with multiple levels, and will need to collaborate with IT representatives as well.

Applicants must be enrolled during the 2018-2019 academic year in a graduate program to be eligible for this position.

Position starts on September 4, 2018, and runs until June 1, 2019, or graduation and covers 17 hours a week at $35 an hour. Candidates may start earlier in 2018 if available.

To apply, please send cover letter and résumé to Michelle Doherty, Business Relationship Account Manager, Portfolio and Project Management Office at mdoherty@hbs.edu.