Marketing Project Manager
Marketing and Communication

The Marketing & Communication Department seeks a detail-oriented, organized, self-motivated individual to coordinate planning and execution of the department’s various communication initiatives. This collaborative position interfaces with the marketing/creative team and the department’s internal clients to ensure the successful delivery of a heavy schedule of short and long term creative projects. The manager provides clarity and structure to project requests and tracks progress to ensure delivery according to established targets. This is a full-time position reporting to the Associate Vice-President for Marketing & Communication.

Primary duties include:

- Coordinate the intake of creative and web service project requests from various campus clients.
- Provide direction to creative team including establishing communication objectives, work scope and timing/delivery requirements. Write internal briefing documents for projects as needed.
- Develop master schedule and track progress throughout project lifecycle to ensure timely completion. Obtain required approvals as necessary.
- Coordinate with creative director to assign work among internal team members and outside contractors.
- Oversee creative work in progress and provide direction as needed to ensure development remains aligned with communication goals. Assist in presenting creative work to key approvers.
- Facilitate regular status meetings with creative team and project sponsors. Anticipate and report problems that may affect project schedule before they occur.
- Establish rules to govern process including project kick off criteria, required lead times, approval procedures, and process for managing change requests.
- Maintain annual planning calendar to facilitate steady and manageable workflow within the department.
- Catalog and maintain project files within project management system.
- Perform other duties as assigned.

Requirements:

- Proficiency in basic marketing principles.
- Excellent communication skills.
- High level of organization and attention to detail.
- Demonstrated client and team relationship skills.
- Customer service mindset.
- Ability to process and prioritize heavy workload and work efficiently.
- Ability to assess communication requests and provide added value.
- Comfortable working under pressure.
- Committed to meeting deadlines.
- Proficient with Microsoft Office and Ellucian/Banner applications.

Qualifications:

- Bachelor’s degree required.
- Minimum 5 years in marketing and/or project management role in client-oriented business setting.
- Proven project management and planning skills with experience balancing multiple priorities, deadlines and budgets.
- Proven ability to lead project teams to meet customer expectations.

Application Information: To apply for this position, please send a cover letter and resume to hr.recruiter@canisius.edu (please put MARKETING in the subject line of your email) or Human Resources, 2001 Main Street, Buffalo, New York 14208.

Canisius College, a Catholic and Jesuit university, is an independent, co-educational, medium-sized institution of higher education. Minority candidates strongly encouraged to apply. Canisius College is an Equal Opportunity Employer.