

# JOB POSTING

## PROJECT MANAGER

communications  
BY DESIGN



### Position Background

Communications by Design, Inc. has been a leader in technology consulting services to educational entities for over 25 years. We are planning on adding a project manager to our team. If you are the right person with the right core skill set, we will provide necessary training.

Core skill set and attributes should include:

- Curious, innovative and passionate about “getting it right”
- Strong interpersonal skills
- Detail oriented with the ability to manage several projects at a time
- Flexible schedule
- Ability to travel within Michigan
- Knowledge of technology systems
- Some technical aptitude and curiosity to learn how technology systems work

### Position Summary

Our Project Managers work with K-12 school districts to manage large scale technology implementations (network systems, server upgrades, wireless systems, video surveillance, classroom AV, computer workstation implementations, mobile devices, etc.), installed to support a continuation of transforming teaching and learning. Projects are often completed in tandem with building renovation projects, so some knowledge of construction processes is helpful.

### Primary Responsibilities

Primary ongoing responsibility is to manage large scale technology projects: project budgeting, writing bid specifications, managing bid processes, managing contracts, providing objective client recommendations, overseeing project schedules, coordinating vendor/trades on the project and reviewing budgets and conducting client relation responsibilities.

Additional responsibility details include:

- Project Management: managing and collaborating with various client representatives and outside contractors on various technology deployments, developing and maintaining project schedule and budget, verifying/ensuring contract compliance, working to ensure proper industry installation standards, and coordinating training for client staff
- Client Relations: conducting project meetings, generating meeting documentation and follow up commitments, providing consistent communication, managing precise project accounting, preparing and delivering board recommendations and regular written project updates
- Design Work: complete site audits, generate bid specifications, and create project drawings/diagrams

The candidate should possess the following skills, experiences, and education necessary to effectively fulfill this role:

- Bachelor's degree with three (3) or more years of IT project management experience, K-12 sector experience is preferred
- Strong organizational skills and process-oriented work ethic
- Effective oral and written communication skills
- Team centered attitude, willingness to work collaboratively and build relationships with client, design team, and outside contractors
- Professional demeanor and appearance
- Construction experience is helpful but not mandatory

We are looking to finalize the selection of our new team member within 60 days of the posting of this advertisement. Salary is commensurate with experience based on a twelve month work cycle.

If interested in this position, please send a letter of interest and resume with professional references to:

Rebecca Szilagy  
Communications by Design Human Resources  
[rszilagy@cbdconsulting.com](mailto:rszilagy@cbdconsulting.com)

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For more information about Communications by Design, please find us at:  
[www.cbdconsulting.com](http://www.cbdconsulting.com)