



A premier Montreal institution since 1909, Lower Canada College (LCC) is a co-educational day school for students from kindergarten to grade 12 with a strong reputation for preparing students for entrance to prestigious universities across the world. One of only three Quebec high schools to offer a pre-university grade 12 program, LCC is also the only English high school in Quebec to offer a two-year International Baccalaureate Diploma Program (IB DP). Located on a beautiful seven-acre campus in the heart of Montreal's Monkland Village, LCC draws students from nearly every continent of the world. LCC's enriched educational program consists of academic, co-curricular, and service opportunities that position students to explore and discover their true potential throughout their educational journey.

The school invites applications for the following position:

Position Title: IT Project Manager

Department:	IT
Position Group:	Staff
Reports To:	IT Director
Status:	Contract
Start date:	Immediately

The Project Manager plans and oversees the daily activities of the projects. He/she will exhibit high skill in leadership, general management, stakeholder relationship management, risk management and problem resolution and a will exhibit a proactive attitude towards the project milestone delivery.

Specific responsibilities include:

- Planning, organizing, managing, and controlling all assigned project tasks;
- Coordinating a project team;
- Maintaining relationships with internal and external collaborators;
- Defining mandates and analyzing impacts;
- Drafting the project plan and work plan;
- Participating in project steering committees;
- Managing risk analysis;
- Monitoring work progress and providing progress statuses;
- Monitoring efforts and the implementation budget;
- Managing deliverables and their compliance with established guidelines;
- Maintaining relationships with clients and monitoring their needs;
- Managing outstanding items;
- Controlling all changes in mandate definition and project scope;
- Managing appropriate communication between project collaborators;
- Ensuring project quality;
- Completing project closure activities;
- Evaluating team members.

Qualifications:

- At least 10 years of experience, including five years of technical project management experience;



- Bachelor's degree in administration, IT, or any other equivalent combination;
- Experience in large-scale projects;
- Knowledge of project management methodology and tools;
- Experience in client negotiation and relationships;
- PMP certification (asset);
- Good communicator;
- Demonstrate skills in work group management and mobilization (leadership skills);
- Excellent organization and priority management skills;
- Excellent English and French language skills (written and spoken);
- Good teamwork skills;
- Conscientiousness and time management skills;
- Sense of responsibility.

School-Wide Core Values

Professionalism, Continuous Growth, Passion/Excellence, Collaboration/Communication and Respect & Empathy

Letters of application, accompanied by a resume, should be emailed by **February 26, 2017** to humanresources@lcc.ca.

Cover letters should be addressed to Tara Murphy, HR Director, Lower Canada College. Details about school life can be found at www.lcc.ca.

We thank all applicants but regret that only those short-listed will be contacted.
LCC has an employment equity program