



CAREER OPPORTUNITY

POSITION X2425 Project Manager, Marketing

LOCATION The University of Tennessee, Institute of Agriculture, Marketing & Communications, Extension, Knoxville, TN

TARGET START DATE March 1, 2024

SALARY AND BENEFITS

Salary is commensurate with training and experience. Benefits include group hospitalization and life insurance; State Employees Retirement; Workers' Compensation; sick and annual leave; numerous University of Tennessee and state benefits programs, including liberal time off for holidays and longevity pay after three years of service; reimbursement for official travel.

JOB DESCRIPTION

The UTIA Marketing Project Manager manages projects from initiation to completion for UTIA Marketing and Communications. Determines and defines project scope and objectives. Provides project updates on a consistent basis to various stakeholders about strategy, adjustments, and progress. Utilizes industry best practices, techniques, and standards throughout entire project execution. Measures project performance to identify areas for improvement. Works closely with team members and clients to support the mission of Marketing and Communications and the overall mission of the Institute of Agriculture. Keeps projects and deliverables on track from inception to delivery. Manages workflow, working with outside vendors, and building strong relationships with clients. Assists in the creation of communications plans for events and initiatives. Provides strategic communication for Institute clients and partners. Performs varied duties and assignments involving professional judgment.

RESPONSIBILITIES

I. Project Management

This position provides management and oversight for the progress of departmental projects, keeping deliverables on track and within budget. Creates and manages multiple, simultaneous project schedules. Manages and enforces a rigorous approval process among team members and clients, ensuring quality, efficiency, and excellent customer service. Organizes, manages, and prioritizes projects from inception through delivery. Works with vendors to obtain estimates and quality end products. Using a project management system, records and tracks detailed project information throughout the life of each project. Provides comprehensive reports to clients of project details and outcomes. Measures project performance to identify areas for improvement.

II. Client Relations

This position organizes and leads discovery meetings with clients, analyzes and assesses needs, and develops plans to best communicate their needs and objectives. Negotiates with clients and vendors to

All qualified applicants will receive equal consideration for employment and admissions without regard to race, color, national origin, religion, sex, pregnancy, marital status, sexual orientation, gender identity, age, physical or mental disability, or covered veteran status. Eligibility and other terms and conditions of employment benefits at The University of Tennessee are governed by laws and regulations of the State of Tennessee, and this non-discrimination statement is intended to be consistent with those laws and regulations. In accordance with the requirements of Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, The University of Tennessee affirmatively states that it does not discriminate on the basis of race, sex, or disability in its education programs and activities, and this policy extends to employment by the University. Inquiries and charges of violation of Title VI (race, color, national origin), Title IX (sex), Section 504 (disability), ADA (disability), Age Discrimination in Employment Act (age), sexual orientation, or veteran status should be directed to the Office of Equity and Diversity (OED), 1840 McRose Avenue, Knoxville, TN 37996-3560, telephone 865-974-2498 (V/TTY available) or 974-2440. Requests for accommodation of a disability should be directed to the ADA Coordinator at the Office of Equity and Diversity.

prioritize jobs and is able to rank client needs by requested date and current project status. Creates detailed Client Reports with goals, objectives, creative ideas, budget, and other relevant information. Provides project updates on a consistent basis to various stakeholders about strategy, adjustments, and progress. Utilizes industry best practices, techniques, and standards throughout entire project execution. Apprises the Vice Chancellor and/or Directors of potential client issues and works together to create opportunities for excellent customer service.

III. Strategic Communication and Event Planning

This position works closely with clients to capture their needs and keep them up-to-date on progress. Working with leadership determines which team members will need to be a part of the development of specific projects. Participates in the planning and development of communication and marketing strategies, as well as the planning and execution of key events that are determined to be important to the department's marketing strategy.

IV. Team Responsibilities

This position manages and supervises deliverables from freelance consultants. Attends the UTIA Marketing and Communications team meetings. Also attends, and sometimes leads, creative and multi-media team meetings and provides updates on new and current projects needs/statuses. Serves on committees as assigned.

QUALIFICATIONS

General Professionalism – provides leadership for a program of activities that meets the needs of all eligible clientele regardless of race, color, national origin, age, sex, disability, religion or veteran status; abide by all UT policies and procedures within all aspects of the position; promote teamwork and collaboration within the department; assume other duties as necessary or as assigned.

- Ability to solve problems creatively.
- Demonstrated professional use of project management concepts, tools, best practices, methodologies and software in a marketing or communications setting.
- Demonstrated ability to manage projects within budget and deadlines.
- Demonstrated ability to effectively manage project scope.
- Strong communications skills and interpersonal abilities.
- Ability to exert leadership with individuals who do not report to you.
- Attention to detail and organization.
- 2-5 years of experience as a project manager working with a marketing and communications team or agency.

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Education and Experience:

- Bachelor's degree in an applicable field is required.
- Master's degree in related field preferred.

TO APPLY:

Please apply online by clicking this link: [External Applicants](#) [Internal Applicants](#)

Submit a complete application packet which includes a 1) letter of interest, 2) a resume or curriculum vitae, 3) and official or unofficial transcripts showing degree(s) conferred.

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