Director, IT Project Management Office
Austin Community College

Job Title	Director, IT Project Management Office
Department	Director
Institution	Austin Community College
	Austin, Texas
Date Posted	Oct. 10, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Director/Manager
Academic Field(s)	Administration - Other
Apply Online Here	https://apptrkr.com/6636452
Apply By Email	

Job Description

Director, IT Project Management Office

Austin Community College

Job Posting Closing Times: Job postings are removed from advertising at **12:00 A.M.** on the closing date e.g., at midnight on the day before the closing date.

Austin Community College employees are required to maintain a domicile in the State of Texas while working for the college and throughout the duration of employment. -AR 4.0300.01

If you are a current Austin Community College employee, please click this link to apply through your Workday account

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Austin Community College is a public two-year institution that serves a multicultural population of approximately 41,000 credit students each Fall and Spring semester. We embrace our identity as a community college, as reflected in our mission statement. We promote student success and community development by providing affordable access, through traditional and distance learning modes, to higher education and workforce training, including appropriate applied baccalaureate degrees, in our service area.

As a community college committed to our mission, we seek to recruit and retain a workforce that:

- Values intellectual curiosity and innovative teaching
- Is attracted by the college's mission to promote equitable access to educational opportunities
- Cares about student success and collaborates on strategies to facilitate success for populations including; first generation college students, low-income students, and students from underserved communities.
- Focused on student academic achievement and postgraduate outcomes
- Welcomes difference and models respectful interaction with others
- Engages with the community both within and outside of ACC

Job Posting Title:
Director, IT Project Management Office

Job Description Summary:
General Statement of Job

Responsible for managing the IT Program Management Office (PMO) and projects of varying complexity for the Information Technology (IT) Department. Establishes, implements, develops and controls best practices for the IT PMO including defining and documenting all policies and processes of project lifecycles in order to deliver the projects according to plan and within budget. Communicates overall program health reports and Key Performance Indicators to leadership, ensuring project managers provide concise and standardized deliverables, and ensures the IT Project/Program Portfolio directly reflects the strategic vision of the college.

Job Description:

Description of Duties and Tasks

Essential duties and responsibilities include the following. Other duties may be assigned.

- Defines the scope, goals and deliverables of IT projects should support college strategic goals, in collaboration with the IT Governing Board.
- Communicates and manages project expectations to project managers, owners, sponsors, team members and other stakeholders in a clear and concise fashion.
- Determines frequency and content of status reports from project managers, analyze results, and troubleshoot problem areas/mitigate project risks.
- Manages project teams' time and allocate resources to ensure deliverables are completed.
- Directs and manage development of all IT projects within the PMO portfolio from initiation through closures.
- Develop best practices, techniques, and tools for project planning, execution, project management, ongoing milestone/deliverable tracking, communication and key performance indicators.
- Perform IT resource and budget allocation analyses to ensure that CIO & IT Governing Board makes informed decisions regarding IT Strategy.
- Seek out methods to improve/automate processes.
- Communicates opportunity recommendations to IT governing board and facilitates the approval and prioritization of approved projects.
- Documents and controls PMO processes, policies, workflows, and dependencies.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Project management methodologies.
- Agile Delivery Methodologies.
- Information technology and instructional resources technology terminology, practices, policies, procedures, and specification development of hardware and software.
- Financial, personnel, and administrative functions of a technology department.
- Budget & Resource planning, projection, and analysis.
- Information technology project management processes and procedures.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Maintaining an established work schedule.
- Effectively using interpersonal and communications skills.
- Effectively using organizational and planning skills with attention to detail and follow-through. Maintaining confidentiality of work-related information and materials.
- Establishing and maintaining effective working relationships, including the ability to coordinate the work of others.
- Ability to analyze complex information and develop plans to address identifies issues.
- Effectively using negotiation and facilitation skills.

Required Work Experience

- Four years related work experience.

Preferred Work Experience

- 5-10 years related work experience, preferably in IT Project Management.

Required Education

- Bachelor's degree.

Preferred Education

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- Bachelor's degree preferably in a field related to IT.

Special RequirementsLicenses/Certifications; Other

- Valid Texas Driver's License and reliable transportation for travel in the Austin area as required.

Other Preferred Qualifications

- Certified Associate in Project Management (CAPM or equivalent) or higher certification preferred.
- PMP Certification preferred.

Physical Requirements

- Work is primarily performed in a standard office environment.

Salary Range (PG 128)

$111,138 - 138,922

Number of Openings:
1

Job Posting Close Date:
October 24, 2025

Clery Act

As required by the US Department of Education, employees are required to report violations under Title IX and, under the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act), select individuals are required to report crimes. If this position is identified as a Campus Security Authority (Clery Act), you will be notified, trained, and provided resources for reporting.

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Direct Link: https://www.AcademicKeys.com/r?job=263772
Downloaded On: Oct. 10, 2025 5:54pm
Posted Oct. 10, 2025, set to expire Nov. 29, 2025

Disclaimer

The above description is an overview of the job. It is not intended to be an all-inclusive list of duties and responsibilities of the job, nor is it an all-inclusive list of the skills and abilities required to do the job. Duties and responsibilities may change with business needs. ACC reserves the right to add, change, amend, or delete portions of this job description at any time, with or without notice. Employees may be required to perform other duties as requested, directed, or assigned. In addition, reasonable accommodations may be made by ACC at its discretion to enable individuals with disabilities to perform essential functions of the job.

To apply, please visit: https://austincc.wd1.myworkdayjobs.com/en-US/External/job/Highland-Campus/Director--IT-Project-Management-Office_R-8502

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

Director
Austin Community College

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