

## Project Manager – Ellucian Colleague SaaS Migration

### Clackamas Community College

**Term Position: 18–24 Months (with possibility of extension)**

#### Summary:

Clackamas Community College is seeking an experienced Project Manager to lead the migration of its Ellucian Colleague system from on-premises infrastructure to Ellucian's SaaS (Software as a Service) platform. This strategic, campus-wide initiative will modernize the College's core Student Information System (SIS) used for managing student, finance, and HR operations.

The Project Manager will work closely with Ellucian's implementation team, internal stakeholders, and College leadership to ensure a smooth, secure, and on-time transition. This position requires strong project management skills, ERP/SIS familiarity, and a collaborative mindset to navigate the complexities of enterprise system modernization.

#### Key Responsibilities:

- Serve as the **primary point of contact** for Ellucian and other vendors, ensuring effective coordination and accountability across all project phases.
- Act as the central hub for all communications between stakeholders, department leads, IT, and College leadership, ensuring alignment and transparency.
- Plan, schedule, and lead regular project team meetings to review progress, risks, milestones, and deliverables.
- Develop and maintain a **comprehensive project plan** that includes the work breakdown structure, dependencies, effort estimates, and key milestones over a ~24-month period.
- Create and manage a **high-level timeline** summarizing project phases, stakeholder engagement, testing cycles, training, cutover, and go-live.
- **Document key decisions, issues, and outcomes**, maintaining accurate and accessible project records.
- Implement and oversee project controls for scope, schedule, communications, change management, personnel, budget, risk, and quality.
- Coordinate **data migration and validation efforts** with internal IT and vendor teams. Ensure data integrity and accuracy before go-live.
- Oversee **integration efforts** with third-party systems (e.g., LMS, financial tools, reporting systems), with a focus on SaaS-compatible approaches (e.g., Ellucian Ethos).
- Partner with functional and technical leaders across Student Services, Finance, HR, and IT to evaluate and improve business processes as part of the system transition.
- **Lead or support change management activities** including campus communication, stakeholder engagement, and end-user readiness planning.
- Develop and coordinate a **training strategy** for administrative users, faculty, and staff—leveraging both internal experts and vendor-provided resources.
- Prepare and execute the **cutover and go-live plan**, including downtime communication, final validation steps, and post-launch stabilization.

- Provide regular status reports and escalate project risks, delays, or decision points to the Project Sponsor and Executive Steering Committee.
- Oversee the **post-go-live stabilization period**, including issue triage and documentation of lessons learned.

#### **Qualifications:**

- Bachelor's degree in information technology, Business Management, or a related field or an equivalent combination of work experience, training, and education.
- PMP or similar certification.
- Five years of experience in project management
- Strong leadership skills
- Knowledge of **higher education administrative processes** (e.g., registration, financial aid, payroll, budgeting) and how ERP/SIS platforms support them.
- Familiarity with cloud-based ERP/SIS implementations, preferably **Ellucian Colleague** or similar systems.
- Excellent communication, negotiation, and stakeholder management skills
- Proficiency in project management software tools, methodologies, and best practices.
- Ability to develop detailed project plans, manage complex schedules, and adhere to tight deadlines.
- Experience in managing vendor relationships and working collaboratively with external implementation teams.
- Strong analytical, problem-solving, and organizational skills.

#### **Position Details:**

- Type: Full-time, project-based (18–24 months)
- Reports to: Chief Information Officer / Project Sponsor
- Location: Hybrid or On-Site (based on candidate availability and College requirements)
- Start Date: As soon as possible

#### **Why Join Us?**

This is a unique opportunity to **lead a transformative, mission-critical project** that will impact the entire campus community. As Project Manager, you'll play a key role in modernizing technology, improving service delivery, and helping Clackamas Community College better serve its students and staff for years to come.