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# Example of Staff Program Manager Job Description

Our company is looking for a staff program manager. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for staff program manager

* Groom and prioritize initiatives based on value and impact and manage to defined scope, goals and business cases
* Thoroughly understand and document business goals, operations and processes
* Identify pain points, gaps or areas for using technology to improve productivity and achieve greater business results
* Provide support and resources for other supporting processes such as business case development, special project oversight, and tasks supporting the Director of Applications
* Leads and/or performs IT control assessments/reviews to determine compliance with policies, standards, regulations, These areas include system development, physical & logical access, data centers, databases, applications, routers, firewalls
* Gain agreement of tradeoff management
* Bachelor’s degree in the life sciences or related field required (advanced degree preferred)
* Six Sigma or Design for Six Sigma (Black Belt or Master Black Belt) Certification
* Coaches/mentors project teams on CPM planning and execution
* Partners with subject matter experts within organization to create and deploy a network of CPM resources

## Qualifications for staff program manager

* Strong facilitative leadership skills
* Must work well under pressure, balancing multiple priorities and objectives
* Nice to have) Established relationships with faculty and students at universities
* Manage projects (issue escalations, change requests, schedule changes)
* Clearly communicate the project status, risks, escalations and trade-offs to all appropriate management and clients
* Must be willing to travel (about 15% of the time within US and worldwide)