

IT Project Management – Veteran Fellow

King County Organization: Department of Assessments



Summary:

Under the guidance and mentorship of the Director of Information Technology, the selected Veteran Fellow will gain hands-on experience by assisting in the development and execution of coordinating support for IT Projects. The Veteran Fellow will design and apply creative and technical approaches for communications and IT project management support. The individual will also be involved in change management activities, and development of technical user stories, system requirements, Power BI and visual dashboards. This will be a one-year, full time experience. **Projected start date: May 2021**

Job Duties and Learning Objectives:

Applying equity and social justice principles is a daily responsibility and a foundational expectation for all King County employees. In this role you will apply equity and social justice principles that exemplify shared values, behaviors, and practices to all aspects of the work.

Under the guidance and mentorship of the Director of Information Technology, the Veteran Fellow will gain hands-on experience by assisting in the development and execution of coordinating support for IT Projects. The Veteran Fellow will design and apply creative and technical approaches for communications and IT project management support. Additionally, the selected candidate will:

- Assist with change management activities to assist organizational adoption of new technology
- Assist in the development of drafting technical user stories for a major IT program implementation
- Assist in developing system requirements for a major IT program implementation
- Use and assist in Power BI development and visual dashboards to support organizational operations

Specific learning objectives will include:

- Applying change management tools and techniques
- Developing user stories and system requirements for IT projects
- Strengthening communication and collaboration skills through interaction with King County and Department of Assessments staff

Experience, Qualifications, Knowledge & Skills:

In addition to the qualifications described in the [current job posting](#), which are required for all Veteran Fellow positions, this Veteran Fellow opportunity also seeks:

- Excellent written, oral, interpersonal and visual communication skills
- Work or academic experience with Power BI, writing technical documents, and education and outreach communications
- A strong interest in IT Project and change management and the desire to make a difference in IT project adoption promoting the understanding of change management