

## **Project Management Lead**

Pepperdine University is seeking a dedicated and experienced Project Management Lead to oversee the successful execution of various institutional stakeholder projects, with a primary focus on small- to medium-scale initiatives valued under \$1,000,000. This role demands a unique blend of direct project leadership and quality control expertise, ensuring all project management activities across the university adhere to best practices and meet institutional standards. The ideal candidate will be a highly organized, influential manager capable of managing diverse stakeholder expectations with a professional and diplomatic communication style, helping oversee the project management team, and mentoring junior project managers.

### **Duties**

#### **• Project Management:**

- **Direct Project Oversight:** Directly manage stakeholder projects and a project team and portfolio of concurrent, small- to medium-scale projects (from initiation through closeout). Project types may span departmental process improvements, facilities, and other campus upgrades.
- **Stakeholder Engagement:** Work with stakeholders, oversee the defining of project scope, gather requirements, manage expectations, and communicate progress effectively.
- **Architectural Coordination:** Collaborate closely with internal licensed architect staff and external design consultants, especially on facilities-related projects, ensuring design integrity is maintained during project execution.
- **Execution & Delivery:** Manage resources, track milestones, mitigate risks, and ensure projects are delivered on time, within budget, and to the highest quality standards.

#### **• Quality Control (QC) Oversight & Process Improvement:**

- Establish and enforce quality control protocols for project management deliverables produced by other project managers within the university. Review project documentation and workflows for accuracy, completeness, and adherence to established project management methodologies.

#### **• Mentorship & Training:**

- Provide guidance, supervision, coaching, and mentorship to junior and mid-level project managers. Identify training opportunities and help standardize project management best practices across the institution.

#### **• Budget & Resource Management:**

- Monitor project budgets, forecast resource needs, and ensure efficient allocation of personnel for assigned projects.

- **Metrics & Reporting:**

- Develop project benchmarks for project success and quality, reporting regularly to the Project Director on the status of the project portfolio and overall PM performance.

- Uphold University mission through all work performed.

The above information has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.

### **Skills and Qualifications**

Required:

- Bachelor's degree in Architecture, Engineering, Construction, Management or a related field.
- 7-10 years of progressive experience in design and construction project management.
- Proven experience managing multiple construction projects simultaneously within a complex organizational structure.
- Prior supervisory experience.
- Exceptional organizational and management skills with strong attention to detail.
- Proficiency with project management software.
- Strong interpersonal skills and the ability to influence without direct authority.
- Excellent written and verbal communication skills, tailored to diverse audiences.
- Competency with Microsoft Office, Google Suite, and AutoCAD products.

Preferred:

- Direct experience using a construction management information system (PMIS), as this platform is used for managing projects, contracts, and closeout processes within a university context.
- Existing knowledge of Pepperdine facilities.
- Experience using AutoCAD.
- Experience using Building Information Modeling (BIM).
- Experience using Bluebeam.
- Construction Project Management certification.
- Experience with procurement, construction administration, permitting, and/or architecture.
- Prior owner-developer experience.

- Prior experience in a higher education or non-profit setting.
- Experience with BlueBeam and construction management software (Kahua, Procore, or other).

This is a Regular, Exempt, 40 hour per week position.

Expected Pay Range: \$106,000 - \$120,000 per year

The above pay range reflects what Pepperdine University reasonably expects to pay for this position at time of posting. Actual compensation may vary based on relevant factors such as work experience, market conditions, education/training, and skill level. In addition to base pay, Pepperdine offers a robust and highly competitive <https://www.pepperdine.edu/hr/why-work/>.

Pepperdine is an Equal Employment Opportunity employer and does not unlawfully discriminate on the basis of any status or condition protected by applicable federal, state, or local law. Pepperdine is committed to providing a work environment free from all forms of unlawful discrimination and harassment. Engaging in unlawful discrimination or harassment will result in appropriate disciplinary action, up to and including dismissal from the University.

Pepperdine is religiously affiliated with the Churches of Christ. It is the purpose of Pepperdine to pursue the very highest employment and academic standards within a context that celebrates and extends the spiritual and ethical ideals of the Christian faith. While students, faculty, and staff represent many religious backgrounds, Pepperdine is permitted under applicable law and reserves the right to seek, hire, and promote persons who support the goals and mission of the institution, including the right to prefer co-religionists who support Pepperdine's Christian mission.

Qualified individuals should be able to show respect for workplace differences, and have the ability to work effectively with individuals from different backgrounds.

Offers of employment are contingent upon successful completion of a criminal, education, and employment screening. The University conducts such screenings in compliance with applicable laws and with the objectives of evaluating risk and supporting a safe environment for students, faculty, staff, and guests; safeguarding key University assets including people, property, information, and the University's reputation; and providing comprehensive job-related information to University leaders to enable them to make prudent hiring decisions. Individuals will be required to disclose any criminal convictions on a designated form after receiving a conditional offer of employment; failure to disclose accurate information may result in withdrawal of the offer or termination of employment. Qualified individuals with criminal histories will be considered for employment in compliance with applicable laws, including the Los Angeles County Fair Chance Ordinance.

**To Apply:** To apply, visit: <https://apptrkr.com/6976102>.

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