

Position Summary

Project Manager III – CSI
Business Team

ID#: 20210004

ASSURSEC is seeking a highly motivated, flexible, organized, customer-focused, and detail-oriented IT Project Manager to join our dynamic team. This position is to support the process management for Agency Cybersecurity Infrastructure Service Program. The individual must serve as a senior manager or lead technical or business products, customer relationships and deliver quality products and program/project conclusions on time and within budget. Individual must have the capability to supervise the preparation and submission of forms and reports required by applicable directives and will utilize functional area expertise gained through direct industry experience to assess the operational and functional baseline of a system and/or service and its technical components.

This position as ASSURSEC offers the ability, for the right individual, to provide consulting support to our Federal Client through operations across Continental USA (CONUS). If you want to learn, grow, and contribute, then this is the job for you. Ability to integrate into the enterprise team environment and work with minimal supervision is essential.

Job Type: Full-Time

What You'll Do

Position Responsibilities:

- Perform full life-cycle management of complex IT Security projects, including but not limited to, formulation, requirements collection and analysis, design testing, validation, verification, implementation, operational transition, and post-operational management.
- Provide project management, coordination, prioritization, scheduling, monitoring, resource allocation, risk management, Work Breakdown Structure (WBS) creation and management, document development, gate review presentations, and reporting in an environment with dynamically shifting priorities.
- Perform development, implementation, maintenance, and monitoring of overarching and specific operational system processes and procedures.
- Perform configuration, change, documentation, and process management utilizing appropriate control methodologies.
- Perform meeting coordination, tracking, and reporting for internal review boards and external customer forums and working groups.
- Provide process improvement recommendations based on best practices and industry standards.
- Experience with NASA Information Technology Program and Project Management Requirements or industry equivalent.
- Assist with inventory tracking and record maintenance.
- Assist with information and document repository maintenance, experience with Microsoft SharePoint a plus.
- Assist with the execution of defined procurement processes and procedures.

- Ability to partner closely with peers, customers, and management, and provide highly effective oral and written communications, conduct procedural meetings, and schedule work products to accomplish required tasks.
- Must possess strong interpersonal skills, the ability to work independently, multitask, and prioritize work in an interrupt-driven environment. Must possess initiative and be quality-driven, thorough, and communicative.

Travel Requirements:

- Occasional

Location:

- Johnson Space Center in Houston, Texas

Qualifications

Experience/Skills:

- Demonstrated success independently managing large, multifaceted complex projects.
- Familiarity with project integration within NASA.
- Familiarity with NASA budgeting and financial management systems, configuration management, documentation (project plans, requirements documents, test plans, etc.)
- 10+ years total as Project Manager
- Experience with Microsoft Project required.

Certifications:

- Ability to get CompTIA Security +

Education:

- Bachelor's degree in IT/Computer Science required
- Master's degree in related field preferred

Clearance:

- Minimum of Public Trust

Who We Are

ASSURSEC, LLC is a growing Information Technology and Management Consulting company that fosters a culture of engagement, collaboration, and achievement. We consistently build upon proven ideas and scalable solutions, no matter where they come from because we believe that how we achieve our goal is just as important as our customers' mission. Benefits offered include health, dental, vision, paid holidays, vacation, and sick leave with certification training perks.