



## **Project Coordinator / Configuration Specialist – Remote**

Nuventive is currently looking for a Project Coordinator / Configuration Specialist. Applicants should submit a resume and cover letter to Bailey Watson, Director of Service Operations at [bwatson@nuventive.com](mailto:bwatson@nuventive.com)

The Project Coordinator / Configuration Specialist will work directly with Lead Service Consultants to implement, maintain, and grow the Nuventive Platform for our Higher Education clients. Candidate must be willing to work flexible hours for clients who require consideration of time zones, demonstrate a strong work ethic and desire to learn.

All work may be performed remotely from anywhere within the continental United States.

### **Responsibilities include:**

- Work with lead consultants to carry out design solutions optimized to take advantage of the Nuventive Platform and industry leading practices
- Work with lead consultants to configure and set up the Nuventive Platform primarily through web meetings
- Work with Nuventive analytics team to define Power BI reports based on customer needs
- Manage/Coordinate the complete software implementation cycle to include pre-configuration meetings, project scope definition, project scheduling, product configuration, meeting documentation, end-user training, and continued client support.

### **Desired Skills, Experience and Knowledge**

- Experience with Nuventive solutions or other planning and assessment systems
- Strong analytical, problem solving and solution-oriented abilities
- Excellent communication and presentation skills
- Strong service orientation and ability to deliver results through positive communication
- Detail oriented with a knowledge of user-centered web design principles
- Familiarity with Microsoft Power BI a plus
- Higher Education experience a plus

### **About Nuventive**

Nuventive enables higher education institutions to turn their plans into progress through the better use of information. Its cloud-based platform-as-a-service brings business process and information together to support any improvement initiative, including overall strategy, accreditation, student success, learning outcomes assessment, general education, sustainability, administrative outcomes assessment, program review, and diversity. Nuventive is headquartered in Pittsburgh, Pennsylvania with distribution in North America, Europe, and Asia-Pacific regions.

Nuventive's benefits package includes 401K, paid holidays/sick days, and medical insurance. Nuventive is committed to ensuring equal employment opportunities without regard to race, ethnicity, color, national origin, religion, creed, sex, pregnancy, veteran status, age, marital status, sexual preference, gender identity, disability, genetic information, or any other legally protected characteristic. We will make reasonable accommodations for individuals requiring them in accordance with applicable federal and state laws. To request an accommodation during the application process, please contact [info@nuventive.com](mailto:info@nuventive.com)

9800B McKnight Road #255 Pittsburgh, PA 15237 [www.nuventive.com](http://www.nuventive.com)