Student Program Manager
WSIPC – Reference # 20240801
Resume review will begin on August 13, 2024
Starting Salary Range $104,942 - $115,436
Number of Positions Needed: 1
The salary is dependent on experience and qualifications

Why WSIPC? At WSIPC We Take Pride in Nurturing a Culture Where…
We are a team – We care about the growth and development of our people and the Cooperative.
We pursue excellence – We are continuously learning, and striving to improve our skills, services and culture.
We are passionate and creative – We are inspired by our Cooperative members to innovate and develop solutions that best fit their needs.
We are accountable and supportive – We take responsibility for our decisions and collaborate to ensure the best outcomes.
We communicate honestly – We work in a transparent, open, and trust-based environment.
We have serious fun – We take the time to enjoy ourselves, because hard work and innovation are fueled by a good work-life balance and a lot of personality.
We serve our community, and we *are* our community – We are part of the community we serve, and we are invested in its success.

About the Product Support & Services Department
WSIPC Product Support & Services (PSS) is passionate about service. Our client's success is our focus. While there is uniqueness to each of the PSS support teams, the goal of the department remains the same, which is to serve and support our clients while meeting WSIPC's Vision - to be the exception in service. The Product Support & Services department is comprised of open-minded leaders who welcome everyone's ideas and suggestions, fostering innovation and prioritizing change. We are good listeners, reliable, open to feedback, strive for continued development, and value opportunities to build workplace relationships.

About the Position
WSIPC is seeking a dedicated and experienced Program Manager who is passionate about serving others. In this role you will coordinate work related to supporting state reporting on the Student product line and manage all Washington state specific documentation projects with our partner vendor, Skyward. You will plan, coordinate and facilitate monthly statewide gatherings to relay timely and relevant state reporting information. This role involves close collaboration with State Agencies, our partner vendor, Skyward, members of the WSIPC Product Support & Services team, WSIPC's State Reporting team and WSIPC Marketing team.

Our ideal candidate is highly self-motivated with superior attention to detail and meets or exceeds the qualifications listed below.

Ideal Candidate Traits & Qualifications
- Demonstrated ability to lead projects and teams with a strategic vision, ensuring alignment with team, department and organizational goals
- Possesses exceptional communication skills, adept at representing WSIPC in stakeholder meetings, fostering collaborative relationships, and actively engaging with state agencies to advance organizational objectives.

- Ability to review, understand, and clearly articulate complex ideas and processes effectively to both technical and non-technical audiences
- A self-starter who is inquisitive, resourceful, a critical thinker, and detail oriented
- Ability to elicit cooperation from a wide variety of sources, including upper management, clients, and other departments
- Exhibits exceptional organizational skills, with the ability to effectively manage, prioritize, facilitate and execute tasks in a high-pressure, deadline-driven environment
- Superb analytical ability: research, investigate, analyze, reconcile, and evaluate data
- Demonstrated ability to work well with various teams and agencies to initiate, prioritize and resolve issues
- Adapts to new information and events, responding to changes in state reporting requirements while maintaining up-to-date support documents
- Aptitude for reviewing and understanding complex state and system requirements, investigating complex issues, and providing solutions, and understanding the software systems involved
- Has a deep understanding of the educational technology sector, particularly in relation to state reporting and client software usage
- Our ideal candidate would be an expert in Washington state reporting requirements and have demonstrated knowledge of Skyward's student information system (SIS)

Employment Benefits

This is a full-time position. WSIPC provides a comprehensive benefits package including but not limited to thirteen holidays, medical, dental, vision, paid vacation ranging from 12-22 days per year and up to 8 hours of paid sick leave per month. We are part of DRS for a pension program. We have a hybrid work model and some remote working options. Visit www.wsipc.org for a full list of benefit offerings.

Apply Now!

What a great place to work! Apply now by submitting your resume to employment@wsipc.org
WSIPC is an EOE.