



**Job Title:** Associate Product Manager

**FLSA Status:** Exempt

**Department:** Product Design & Development

### **Our Firm**

Capsim® Management Simulations Inc® designs, builds, and delivers the renowned Capstone® Business Simulation, in addition to a suite of related business simulations used at universities and corporations worldwide. Our philosophy is simple, people learn best by doing. Participants use their business skills to run a virtual company in a competitive marketplace. Our clients include undergraduate and master programs at major universities and Fortune 1000 corporations.

Based in downtown Chicago, Capsim® employees have been taking advantage of all the city has to offer, from our amazing location and views to various company perks and outings around the city. We are proud to invite our customers and candidates to visit our office and get a taste for our company culture. Here at Capsim, we have fun and make a difference.

**Summary:** The Associate Product Manager assists the Director of Product Design and Development in managing all aspects of development, planning, and implementation of business simulations, assessments and other educational solutions. Managing the product throughout its lifecycle includes: gathering and prioritizing product and customer requirements, evaluating customer needs, defining product vision, and working closely with executives, operations, sales and IT support to ensure revenue and customer satisfaction goals are met. The Associate Product Manager helps ensure that the product is delivered on-time and supports the company's overall strategy and goals, while using our software development process.

**Essential Duties and Responsibilities include the following. Other duties may be assigned.**

Assists the Director of Product Design and Development in creating and managing complex product plans, schedules, and budgets, while working with team members to craft near-term, intermediate and long-term product goals.

Works with product teams, often across the entire organization, to design and solve solutions to improve business learning. Projects tend to be complex and technical in nature and may last six months to more than a year in duration. Assists the Project Manager in defining user stories, prioritization, development times, testing/QA, and integration.

Must be a team player; collaborates closely with the Director of Product Design & Development and the rest of the Product Design and Development team in the strategy, planning, execution and delivery of new product ideas, enhancements in existing products and process improvements. The Associate Product Manager must be an advocate of the Agile Software Development Lifecycle; utilizing Scrum and/or Kanban best practices and maintaining a "never satisfied" attitude towards the products and processes.



Works closely with the department heads, accounting/finance group and the executive team to establish the project's scope and goals, and provides leadership for the definition and delivery of project initiatives.

Helps develop key product documentation to thoroughly understand what staff member(s) and or consultant(s) are needed to complete projects - e.g. statements-of-work, change orders, project plans, issues list, risk management lists, status reports, meeting agendas, retrospective reports, etc.

Monitors and controls project changes, while resolving project challenges and escalating issues as necessary to meet overall project timelines and the goals of the sponsor.

Effectively communicates and advises the Director of Product Design & Development and management team of product statuses, potential issues, and realistic timelines for completion.

Acts as the "Voice of the Customer" by reaching out to professors, students, deans, and learning officers to understand how to provide them with a great experience. Uses this information to collaborate with Product Manager(s) to prioritize product backlogs, select enhancements for release, and create specifications for product sprints.

**Qualifications:**

- 1-3 years of experience in a Product Management, Business Analyst or related role.
- Bachelor's degree in Business, Engineering, Computer Science, Psychology, or related field – minimum 3.0 GPA
- Excellent written and verbal communication skills.
- Excellent active listening skills.
- Experience with higher education, specifically business education, or learning technologies is a plus.
- Knowledge and practice of Scrum Development and Design Thinking methodologies is a plus.

**Benefits:**

- Competitive pay; Quarterly Profit Sharing Bonus
- 401K and Employee Stock Ownership Plan (ESOP)
- Health Benefits
- Combination of 35+ paid days off
- Complimentary lunch, snacks and drinks
- Comfortable and creative work environment in downtown Chicago, close to many restaurants and L train stops
- Fun Room with a ping-pong table and other games to de-stress and relax during the day

**The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor.**