

Vacancy Announcement

Vacancy ID # 140641

Title PROGRAM MANAGER I (Research Operations Manager)

Employing Department Agricultural & Biosystems Engineering

Appointment Conditions Term, 12 Months, Full Time, Position ending 06/30/2017 with possibility of renewal.

Proposed Start Date As soon as possible

Job Description

The Department of Agricultural and Biosystems Engineering (ABE) at Iowa State University is seeking qualified candidates for a Program Manager I to carry out project planning and organizational management for an active engineering research program. This position will perform duties as a part of the ISU advanced machinery innovations lab which currently employs 22 staff and graduate students.

The Program Manager will also be responsible for providing program leadership in areas of project planning; team communication, personnel management, budget projections and management; task prioritization; and program outcome management. The Program Manager will be the primary lead for research project schedule coordination and alignment of research outcomes with external sponsors, and significant interactions with industrial project sponsors is anticipated. Other duties include meeting regularly with research team members; providing workflow management support; mentoring young professionals; and having daily interactions with online team project management tools. Upon absence of the Research Team Director, this position will serve as the primary program lead.

The successful candidate will possess effective time management skills; excellent communication and organizational skills; and be detail oriented. The candidate will also be a motivated self-starter and possess the ability to thoroughly conduct and document project management processes. Additionally, the candidate will have problem solving skills and the ability to manage program change. All staff members are expected to interact collegially and maintain the highest standards of integrity and ethics.

This position will travel approximately 15% of the time. This includes both domestic and some international travel.

Required Qualifications

Bachelor's degree and five years related experience OR Master's degree and three years related experience OR Ph.D. or other doctoral/professional program and some related experience. Related education and experience must be in a relevant field to include Engineering, Business Management, Project Management, or related field.

Preferred Qualifications

Experience providing technical program management to industry sponsored research projects including experience managing project scope and timelines through an online management program.

Experience with management and oversight of the personnel resources and budgets including open ended problem solving of budget issues.

Experience with mentoring and guiding young professionals through complex problems.

Experience communicating within large project teams and demonstrated innovation with tracking team communication.

Experience with business decision-making processes

Experience with project timeline management

Salary

Minimum \$56,898; commensurate with qualifications

Special Conditions

All accrued vacation must be taken during the term of this appointment. Unused vacation will be forfeited upon resignation or termination from ISU.

All offers of employment, oral and written, are contingent upon the university's verification of credentials and other information required by federal and state law, ISU policies/procedures, and may include the completion of a background check.

Application Instructions

To apply for this position, please click on "Apply for this Vacancy" and complete the Employment Application. Please be prepared to enter or attach the following:

- 1) Resume/Curriculum Vitae
- 2) Letter of Application/Cover Letter
- 3) Contact information for three professional references including name, email, and phone number

If you have questions regarding this vacancy, please email Matthew Darr at darr@iasate.edu

If you have questions regarding this application process, please email employment@iastate.edu or call 515-294-4800 or Toll Free: 1-877-477-7485.

To ensure consideration, submit application by

08-01-2014

AFCSME Merit
Contract Transfer Deadline

Quick Link

www.iastatejobs.com/applicants/Central?quickFind=85714

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