

Posted: December 12, 2022



POSITION ANNOUNCEMENT

TITLE: RESEARCH PROGRAM MANAGER (2)

DEPT: ICASA

REG

TEMP

FULL TIME

PART TIME

STARTING RATE or SALARY RANGE \$59,000-\$85,000

Employees being promoted to a higher classified position receive the minimum for the position or a pay rate adjustment of 8% whichever is greater.

All regular positions also entitle the employee to several benefits including health, dental, vision, life insurance, and retirement which is largely paid by New Mexico Tech for the employee and dependents.

INTERNAL POSTING THROUGH: December 20, 2022* CONSIDERATION WILL BE GIVEN FIRST TO TEMPORARY AND REGULAR TECH EMPLOYEES WHO APPLY WITHIN THE 7 DAY INTERNAL POSTING. APPLICATIONS RECEIVED AFTER THE 7 DAY POSTING MARGIN WILL BE CONSIDERED WITH OTHER OUTSIDE APPLICANTS.

JOB SUMMARY:

Manages and coordinates the establishment and support, to Principal Investigators, of projects of significance to the operation and administration of ICASA. Provides and/or coordinates project planning and evaluation, ensuring that developing and existing projects are effective and in conformance with the overall goals and objectives of the ICASA and project scope(s) of work. Participates in strategic planning as appropriate, and supports, and represents the principal investigator or project director of the component in programmatic interactions with various internal and external constituencies, as appropriate.

JOB FUNCTIONS:

- Plan, develop, implement, and coordinate strategic operational and administrative programs, projects, and/or services of broad significance to ICASA. 10%
- Understand how the project integrates into the strategic vision and objectives of ICASA and ensure the project priorities and activities is in alignment with program goals. 10%
- Partner closely with the technical lead of the project to establish and implement short- and long-range plans for the project, milestones, project activities and schedule logic based on program level requirements. 10%
- Monitor and status project budget and schedule to ensure that the project meets deliverables on time and within budget and identify project concerns/risks/mitigations. 10%
- Assist in the development and management capital and/or operating budgets at the project level. 10%
- Serve as primary point of contact for the project and represent project at meetings. 10%
- Coordinate and collaborate with other project managers on other projects within the program. 10%
- Adhere to process standards and templates while contributing to process improvements operational effectiveness and effects changes required for improvement. 10%
- May represent the institute/center to governmental agencies, funding agencies, national organizations, and/or the general public; may represent the principal executive at various community and/or business meetings, as assigned. 10%
- May supervise and/or lead staff and/or student employees, as assigned and identify staffing needs and opportunities. 10%

REQUIRED QUALIFICATIONS:

Bachelor's Degree any field, plus (5) years' experience/project management. Knowledge and understanding of integrated program planning, development, and administration within a public institution environment. Ability to manage multiple projects concurrently. Strong interpersonal skills and the ability to effectively communicate

with a wide range of individuals and constituencies in a diverse community. Advanced verbal and written communication skills. Ability to foster a cooperative work environment. Experience in schedule development and tools. Familiarity with basic scientific terms. Ability and desire to grasp new technical concepts and learn quickly. Must be a US citizen. Applicant must have the ability to obtain and maintain a Top-Secret DOD security clearance.

DESIRED QUALIFICATIONS:

Master's Degree. Skill in organizing resources and establishing priorities. Skill in examining and re-engineering operations and procedures, formulating policy, and developing and implementing new strategies and procedures. Experience in budget preparation and fiscal management. Experience in risk and issue assessment. Ability to supervise and train employees, to include organizing, prioritizing, and scheduling work assignments. Experience in working with federal government organizations, such as the DOE, DOD Intelligence Community. Experience in managing projects for infrastructure related projects (construction or IT).

LIFTING REQUIREMENTS:

(f)requently, (o)ccasionally, or (s)eldom

| | |
|-----------------|---|
| 0 - 15 pounds | O |
| 15 - 30 pounds | |
| 30 - 50 pounds | |
| 50 - 100 pounds | |
| 100 + pounds | |

PHYSICAL DEMANDS:

| | | | |
|--------------|-------------|-------------|----------|
| Standing 20% | Sitting 60% | Walking 20% | Pulling |
| Pushing | Lifting | Stooping | Kneeling |
| Crawling | Climbing | Reaching | Other |

Apply to: nmtjobapps@npe.nmt.edu