

Posted: March 8, 2024



POSITION ANNOUNCEMENT

TITLE: RESEARCH PROGRAM MANAGER

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: March 18, 2024*

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.

JOBS FUNCTIONS:

Project Management 70%

- Plan, develop, implement, and coordinate strategic operational and administrative programs, projects, and/or services of broad significance to ICASA.
- 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.
- 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.
- 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.
- Assist in the development and management capital and/or operating budgets at the project level
- Serve as primary point of contact for the project and represent project at meetings.

Leadership and Team Collaboration 20%

- Coordinate and collaborate with other project managers on other projects within the program.
- May supervise and/or lead staff and/or student employees, as assigned and identify staffing needs and opportunities.
- 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.

Process Improvement 10%

- Adhere to process standards and templates while contributing to process improvements operational effectiveness, and effects changes required for improvement.

REQUIRED QUALIFICATIONS:

Bachelor's Degree in Any field, plus (5) year experience in program/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. Skill in organizing resources and establishing priorities. Must be US Citizen. Applicant must have the ability to obtain and maintain a Top Secret DOD security clearance.

DESIRED QUALIFICATIONS:

Master's Degree. 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 10%	Sitting 60%	Walking 20%	Pulling
Pushing	Lifting 10%	Stooping	Kneeling
Crawling	Climbing	Reaching	Other

Apply to: nmtjobapps@npe.nmt.edu