



## Job Description

<b>Job Title:</b>	Project Manager	<b>Grade:</b>	L
<b>Department:</b>	Center for Applied Research	<b>FLSA:</b>	Exempt

*The incumbent in this job is expected to assist the College in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.*

### **General Function:**

Manages, research and evaluation projects, coordinates activities of project(s) to ensure that goals, objectives, outcomes, and deliverables are accomplished within prescribed time frame and funding parameters.

### **Characteristic Duties and Responsibilities:**

1. Develops project proposals, plans scope of work time frame, projects budgets, procedures for accomplishing projects, staffing requirements, and allotment of available resources to various phases of projects.
2. Manages day-to-day operations of project.
3. Travels to project when necessary.
4. Establishes data analysis procedures, collects and inputs data, analyzes and presents results in written and oral formats.
5. Coordinates activities of project personnel to ensure project progresses on schedule and within prescribed budget.
6. Oversees external partners associated with project, including sub-contractors.
7. Confers with project staff to outline work plan and to assign duties and responsibilities.
8. Effectively communicates project-related information.
9. Assists with recruitment of project participants (surveys, focus group participants, etc.).
10. Monitors progress towards project goals, objectives, outcomes, and deliverables
11. Prepares status reports, modifies schedules or plans as required.
12. Prepares interim and final project reports for client and funding agency if appropriate.
13. Presents findings to client and/or funding agency.



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### **Reporting Relationships:**

**Direction Received:** Reports to Project Lead, Completion by Design Grant

**Direction Given:** No authority or responsibility given for the supervision of others

### **Minimum Requirements:**

Master's Degree from a regionally accredited institution in Education, Social Science or related discipline and a minimum of three years of experience with program evaluation, basic research methods and grant programs are critical. Knowledge of statistical software (e.g. SAS, SPSS). Must be able to solicit contract work, work well with a team and understand organizational behavior. Some out-of-state travel required.

### **Preferred Qualifications:**

Experience in higher education and with SPSS and/or SAS a plus

### **Knowledge, Skills, Abilities and Worker Characteristics:**

Knowledge of administration in institutions of higher education and funding agencies

Understanding of research and evaluation

Ability to understand and interpret regulations related to projects, grants and contracts

Ability to manage and coordinate multiple projects and meet critical deadlines

Persuasive abilities to influence cooperation with work methodologies without direct supervisory authority

Ability to collect, analyze, and interpret varied information and data, statistical or narrative, form computer applications skills, including word processing, spreadsheets, SPSS or SAS

Excellent analytical, organizational, project management, marketing, budgeting, negotiation, strategic and business planning, communication and interpersonal skills

The intent of this job description is to provide a representative summary of the essential functions that will be required of positions given this title and should not be construed as a declaration of specific duties and responsibilities of any particular position. Employees will be assigned specific job-related duties through their hiring departments. Specific job-related duties assigned by hiring departments shall be consistent with the representative essential functions listed above and shall not be construed as expanding a particular position's role, scope, FLSA status, or grade. Jan 2013



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Ability to develop and apply flexibility, resourcefulness, and creative approaches to unique problems with an understanding of the full college-wide context

Proven supervisory and leadership skills

### **Working Conditions:**

Typical office environment