

# Research Project Manager

## Position Details

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### Classification Information

<b>University Title</b>	Program Coordinator II - 1063
<b>Pay Grade</b>	35
<b>Salary</b>	Commensurate with qualifications
<b>Base of Employment</b>	P - P&S
<b>Job Category</b>	Professional and Scientific
<b>Pay Frequency</b>	Monthly

### Posting Details

<b>Posting Number</b>	60168P
<b>Working Title</b>	Research Project Manager
<b>Advertised Employing Department</b>	Engineering Research Institute
<b>Appointment Type</b>	Professional & Scientific - Term
<b>Proposed Start Date</b>	As Soon As Possible
<b>Proposed End Date or Length of Term</b>	06/30/2019
<b>Number of Months Employed Per Year</b>	12
<b>Full or Part Time</b>	Full-Time

### Summary of Duties and Responsibilities

The Engineering Research Institute (ERI) within the College of Engineering at Iowa State University is accepting applications for a Research Project Manager who can work collaboratively with Principal Investigators and research team members in the development of complex research proposals and management of funded projects. ERI is dedicated to expanding and diversifying faculty-led research activities across the college, including within our five signature areas: Biosciences & Engineering, Energy Sciences & Technology, Critical Infrastructure, Information & Decision Sciences and Sustainability. The sponsors for this research range from federal and state agencies to industry and private foundations.

Responsibilities of the position include providing comprehensive project management support from the pre-award through post-award. The duties include working with key stakeholders including sub-contractors to define project scope, strategy and outcomes; creating work schedule and milestone plans; tracking critical paths, dependencies and deliverables; monitoring effort reports and tracking cost sharing commitments; and assisting with the preparation and submission of reports. Additionally, as a member of the ERI team, the position creates/updates sponsored funding-related reports for college stakeholders and participates in the University grant coordinator quarterly meetings. The position duties require occasional out-of-state travel.

The successful candidate will possess strong proposal development, program management, communication, and team-development skills; the ability to develop unique, functional and fiscally responsible solutions that manage risk; as well as the

ability to function in a changing environment. All staff member are expected to interact collegially and maintain the highest standard of integrity and ethics.

**Required Education and Experience**

Bachelor's degree and 4 years of related experience; OR a Master's degree and 2 years of related experience; OR a combination of education and/or related experience totaling 8 years unless otherwise specified under supplemental required education and experience. Experience must be at a comparable level and directly related to the duties of this position.

**Supplemental Required Education and Experience**

**Preferred Education and Experience**

- Experience managing sponsored programs funding, creating financial reports, and using databases at an institution of higher education.
- Experience developing proposal budgets, budget justifications, and required forms for a variety of sponsor types.
- Experience coordinating interactions with technical and administrative personnel at partner institutions for large, complex projects.
- Experience developing complex budgets that include significant institutional cost share.

**Location (if other than Ames)**

**Additional Information**

**Department Contact Name**

Julienne Krennrich

**Department Contact Phone**

515-294-5754

**Department Contact Email**

jmkrenn@iastate.edu

**Department/Unit Website**

[www.engineering.iastate.edu/research/eri](http://www.engineering.iastate.edu/research/eri)

**Application Instructions**

To apply for this position, please click on "Apply to this job" 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 References

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

**Special Instructions Summary**

**Guaranteed Consideration Date**

05/15/2016

**Pre-Employment Screening**

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.

**Quick Link**

<http://www.iastatejobs.com:80/postings/18685>

**EO Statement**

Iowa State University does not discriminate on the basis of race, color, age, ethnicity, religion, national origin, pregnancy, sexual orientation, gender identity, genetic information, sex, marital status, disability, or status as a U.S. veteran. Inquiries regarding non-discrimination policies may be directed to Office of Equal Opportunity, 3350 Beardshear Hall, 515 Morrill Road, Ames, Iowa 50011, Tel. 515 294-7612, email

eooffice@iastate.edu.

Required Licensure(s)/Certification(s)

Preferred Licensure(s)/Certification(s)

## Supplemental Questions

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Required fields are indicated with an asterisk (\*).

1. \* Briefly describe your experience managing sponsored projects. Please discuss your experience working with project PIs/teams and the role you've played in creating and submitting reports.  
(Open Ended Question)
2. \* Please describe your proposal development experience. With which sponsors are you most familiar? What is the largest, most complex proposal you've worked on?  
(Open Ended Question)
3. \* Where did you first learn about this vacancy?
  - ISU Employment Opportunities Website
  - ISU Employee
  - Website
  - Placement Office
  - Trade Journal
  - Newspaper
  - Other
4. Please indicate which specific website, placement office, trade journal, newspaper, or other resource influenced you to apply for this position.  
(Open Ended Question)

## Applicant Documents

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### Required Documents

1. Resume/Curriculum Vitae
2. Letter of Application/Cover Letter
3. Reference Contact Information

### Optional Documents