

Research Project Manager - College of Engineering

Posting Details

Working Title	Research Project Manager - College of Engineering
Position Location	Fort Collins, CO
Research Professional Position	Yes
Posting Number	202000688AP
Position Type	Admin Professional/ Research Professional
Number of Vacancies	
Work Hours/Week	40
Proposed Annual Salary Range	\$48,000 - \$58,000 commensurate with education, experience, and qualifications
Desired Start Date	
Position End Date (if temporary)	
To ensure full consideration, applications must be received by 11:59pm (MT) on	09/21/2020
Description of Work Unit	The College of Engineering Research Business Office provides coordination and direct support for the management of federal, state, and commercial grants and contracts of the research groups within the College of Engineering, supports management decision at all levels of the college with accurate and timely data and personal assistance to individual faculty and staff. We ensure compliance with applicable local, state, and federal regulations in the conduct of research in the college.
Position Summary	<p>The Research Project Manager (RPM) provides day-to-day management of a complex portfolio of scientific research projects, working closely with department faculty and senior research scientists to coordinate multiple research projects and ensure successful on-time and on-budget project completion. The RPM also plays a leading role in the preparation and submission of scientific proposals to external sponsors, including federal, state and local government agencies, industry, and foundations.</p> <p>The individual should be capable of coordinating expenditure planning for a complex portfolio of research projects, forecasting and recommending appropriate solutions for any funding shortfalls with respect to support of scientific staff, consumables, scientific equipment, or project travel. This position does not typically execute financial transactions, but fields, reviews, and approves or decline requests for project-related expenditures, in consultation as needed with the project principal investigator (PI).</p> <p>The successful candidate will possess organizational skills, attention to detail, strong writing ability, and the ability to learn quickly; excellent interpersonal skills, including an ability to work with individuals and teams of faculty, research scientists, university administrators, and program managers and scientific collaborators in the U.S and abroad. The individual must also possess a strong work ethic and commitment to a quality work product and environment and be both proactive and a self-starter and have the ability to prioritize and deal with frequent interruptions in a fast-paced research environment.</p> <p>This position reports to the Director of Business and Research Support Operations in the Walter Scott, Jr. College of Engineering at Colorado State University.</p> <p>Colorado State University (CSU) offers a comprehensive benefits package; including 10 paid holidays, 24 accrued vacation days, and 15 accrued sick leave days per year, enrollment in group health, life and accident insurance, retirement plan options, work injury benefits, disability insurance, and additional opportunities such as free employee study privilege credits. CSU offers paid parental leave, spousal and domestic partner benefits as well.</p>

CSU is not a social security employer. Administrative professional and faculty employees can participate in the Defined Contribution Plan (DCP) or PERA (if eligible) or for a retirement savings. For the DCP, a regular or special appointment employee will receive a CSU match equal to 12% of the pre-tax monthly salary and the employee contributes 8%. For more information about all CSU benefits and privileges, please view the Human Resources web page at: <http://www.hrs.colostate.edu/benefits/>

The city of Fort Collins offers a pleasant climate with excellent schools and abundant cultural and recreational opportunities nearby. The community of approximately 158,600 is nestled at the base of the Front Range of the Rocky Mountains, 65 miles north of Denver. Fort Collins is routinely recognized by numerous publications as one of the most desirable places to live in the United States for its high quality of life measures; see the complete list at: <https://www.fcgov.com/visitor/awards.php>. For more information about Fort Collins, please visit: <https://www.fcgov.com/>

Required Job Qualifications

- Bachelor's degree in finance, accounting, or business-related discipline, or a related field
- Three (3) years of related professional experience
- Advanced knowledge of office productivity software (must include Excel or comparable software)
- Proven effective oral (to be determined during interviews) and written communication skills demonstrated by an established history of successfully executed interpersonal skills deployed across a diverse range of people and personalities.
- Demonstrated time management skills essential to meeting critical deadlines
- The successful candidate must be legally authorized to work in the United States by the proposed start date. The Department will not sponsor a visa for this position.

Preferred Job Qualifications

- Familiarity with Federal Cost Accounting Standards and Uniform Guidance Requirements
- Experience forecasting and managing project staffing and budgets
- Familiarity with the scientific research process
- Strong skills in:
 - o Microsoft Office
 - o Data retrieval (e.g., Oracle, Access, or other database management software)
 - o Report preparation (e.g., Excel pivot tables, or comparable experience)
 - o Adobe Acrobat
 - o Experience working in a higher education setting
 - o Experience with Kuali Financial System Information (KFS) and Kuali Research Proposal Development (KR/PD) systems
 - o Experience with the preparation of scientific research proposals including budget development
- Certification in Research Administration such as CRA, CPRA, and/or CFRA

Diversity Statement

Reflecting departmental and institutional values, candidates are expected to have the ability to advance the Department's commitment to diversity and inclusion.

Essential Duties

Job Duty Category

Project Management

Duty/Responsibility

- Management of a diverse research funding portfolio, including federal, state, local government, foreign government, private sector, and non-profit agency grant, contract, and cooperative agreement funding. Make day-to-day project expenditure decisions, based on a familiarity with project objectives and available funding, consulting with the project PI as needed.
- Interact with program managers, contracting staff, and scientific leadership at external funding agencies (federal, state, local, international, and private sector) to address questions and resolve problems related to project staffing, budget categories, contracting issues, project status updates, requests for project extension or supplemental funding, and project reporting.
- Work with scientists and administrators from other U.S. and international institutions to coordinate joint research efforts. Lead planning for complex, international research field deployments. Research and find solutions to institutional or governmental hurdles (e.g., international equipment transport and customs requirements) that might otherwise prevent or impede successful accomplishment of research objectives.
- Work with CSU Development staff and investigators to plan and manage research projects funded through department, college, and university development efforts.
- Participate in professional meetings and/or other professional growth opportunities to promote improved job knowledge and performance.
- Interpret and apply principles, rules, regulations, policies, precedents or other guidelines specific to the assigned research project(s) and its sponsor to resolve problems, answer questions and provide information and advice on technical or administrative project issues
- Interact with program managers, contracting staff, and scientific leadership at external funding agencies (federal, state, local, international, and private sector) to address questions and resolve problems related to project staffing, budget categories, contracting issues, project status updates, requests for project extension or supplemental funding, and project reporting.

- Work with scientists and administrators from other U.S. and international institutions to coordinate joint research efforts. Lead planning for complex, international research field deployments. Research and find solutions to institutional or governmental hurdles (e.g., international equipment transport and customs requirements) that might otherwise prevent or impede successful accomplishment of research objectives.
- Work with College of Engineering Development staff and investigators to plan and manage research projects funded through department, college, and university development efforts.
- Participate in NCURA professional meetings and/or other professional growth opportunities to promote improved job knowledge and performance.
- Interpret and apply principles, rules, regulations, policies, precedents or other guidelines specific to the assigned research project(s) and its sponsor to resolve problems, answer questions and provide information and advice on technical or administrative project issues.
- Design and implement models to forecast expenditures on existing projects and the likelihood of future funding via pending or planned research proposals. Identify gaps in future funding and help identify future funding opportunities.
- Prepare and recommend staffing plans for individual faculty research groups. Using funding forecasts, make recommendations to faculty, the Director of the ROB, and the Department Heads, regarding needed changes in scientific staffing, including the hire or termination of research associates, research scientists, postdocs, and graduate research assistants.
- Design business plans to acquire, appropriately utilize, maintain, and replace scientific equipment. Analyze equipment use in support of funded research activities. Build models to support revolving (21) funds, taking into account equipment capital and operating costs and projected equipment use based on forecast of research activity levels and directions. Set appropriate equipment use fees to ensure adequate cost recovery and build these charges into project budgets. Prepare and update account business plans and charge rates annually.
- Set up and administer sales and service accounts to support department provision of scientific services to external clients. Research and project future activity levels. Research costs of provided services and set appropriate charge rates. Coordinate with external private sector, government, non-profit, and international customers on project management, schedule, and deliverables.

Manage the award of graduate student fellowships and grants. Prepare and administer graduate student funding plans, dealing with complex, sometimes conflicting guidelines associated with student receipt of multiple award types (private and government fellowships, scholarships, research assistantships, and training grants).

Percentage Of Time 65

Job Duty Category Financial Management

Duty/Responsibility

- Design and implement models to forecast expenditures on existing projects and the likelihood of future funding via pending or planned research proposals. Identify gaps in future funding and help identify future funding opportunities.
- Prepare and recommend staffing plans for individual faculty research groups. Using funding forecasts, make recommendations to faculty, the RBO Manager, and the Department Head, regarding needed changes in scientific staffing, including the hire or termination of research associates, research scientists, postdocs, and graduate research assistants.
- Design programs to acquire, appropriately utilize, maintain, and replace scientific equipment. Analyze equipment use in support of funded research activities. Build models to support revolving (2-1) funds, taking into account equipment capital and operating costs and projected equipment use based on forecast of research activity levels and directions. Set appropriate equipment use fees to ensure adequate cost recovery and build these charges into project budgets. Prepare and update account business plans and charge rates annually.
- Set up and administer sales and service accounts to support department provision of scientific services to external clients. Research and project future activity levels. Research costs of provided services and set appropriate charge rates. Coordinate with external private sector, government, non-profit, and international customers on project management, schedule, and deliverables.
- Manage the award of graduate student fellowships and grants. Prepare and administer graduate student funding plans, dealing with complex, sometimes conflicting guidelines associated with student receipt of multiple award types (private and government fellowships, scholarships, research assistantships, and training grants).

Percentage Of Time 25

Job Duty Category Proposal Submission

Duty/Responsibility

- Research and coordinate preparation of scientific research proposals to federal sponsors, including the National Science Foundation, NASA, the National Oceanic and Atmospheric Administration, the Environmental Protection Agency, the Department of Energy, the Department of Defense, and the National Park Service. Prepare proposals for state, local government, international government/agency, industry, foundation and other potential sponsors. Investigate

availability of funding programs, research submission and compliance requirements, and project cost share requirements, consulting with sponsor representatives in the U.S. or internationally as needed. Draft initial project staffing and field deployment plans, including complex, coordinated international experimental research deployments with other U.S. and international institutions. Prepare proposal budgets and budget justifications, ensuring adequate availability and support of needed scientific personnel and equipment. Solicit letters of support from 3rd parties interested in supporting proposed research objectives. Research and recommend solutions for project cost share requirements. Coordinate budgets, travel, reporting, and staffing plans across multiple institutions for collaborative projects.

Percentage Of Time 10

Special Instructions to Applicants For full consideration, please upload your resume/CV, cover letter, and enter the contact information for three (3) professional references by 11:59 PM (MST) on September 21, 2020. In your cover letter, please address the required and preferred qualifications of this position. A cover letter that fails to address the qualifications of this position may not be considered further after review by the search committee. References will not be contacted without prior notification of candidates.

Conditions of Employment Pre-employment Criminal Background Check (required for new hires)

Search Contact Jordan.Foster@colostate.edu

EEO Statement Colorado State University is committed to providing an environment that is free from discrimination and harassment based on race, age, creed, color, religion, national origin or ancestry, sex, gender, disability, veteran status, genetic information, sexual orientation, gender identity or expression, or pregnancy and will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. Colorado State University is an equal opportunity/equal access/affirmative action employer fully committed to achieving a diverse workforce and complies with all Federal and Colorado State laws, regulations, and executive orders regarding non-discrimination and affirmative action. [The Office of Equal Opportunity](#) is located in 101 Student Services.

The Title IX Coordinator is the Vice President for Equity, Equal Opportunity, and Title IX, 123 Student Services Building, Fort Collins, CO. 80523, (970) 491-1715.

The Section 504 and ADA Coordinator is the Vice President for Equity, Equal Opportunity, and Title IX, 101 Student Services Building, Fort Collins, CO 80523-0160, (970) 491-5836.

Background Check Policy Statement Colorado State University strives to provide a safe study, work, and living environment for its faculty, staff, volunteers and students. To support this environment and comply with applicable laws and regulations, CSU conducts background checks. The type of background check conducted varies by position and can include, but is not limited to, criminal history, sex offender registry, motor vehicle history, financial history, and/or education verification. Background checks will also be conducted when required by law or contract and when, in the discretion of the University, it is reasonable and prudent to do so.

References Requested

Minimum Requested 3

Maximum Requested 3

Supplemental Questions

Required fields are indicated with an asterisk (*).

Applicant Documents

Required Documents

1. Cover Letter
2. Resume

Optional Documents

