

Job Opening Report

Job Opening Summary

Job Opening ID 269423
Job Posting Title Program Manager L4 (Hybrid)
Job Code 434X96(Program Mgr L4)
Position Number 40070235(Program Mgr L4)
Status 010 Open
Business Unit 03000(Georgia Institute Technology)
Department 102(Chief Res Ops Officer)

Job Information

Created By 3589193(Latha Kumar)
Created 02/28/2024
Opening to Fill L(Limited Number of Openings)
Target Openings 1
Available Openings 1
Establishment ID 030(Georgia Institute Technology)
Business Unit 03000(Georgia Institute Technology)
Company 030(Georgia Institute Technology)
Department 102(Chief Res Ops Officer)
Status Code 010 (010 Open)
Status Reason
Status Date 03/05/2024
Desired Start Date
Encumb Date
Projected Fill Date
Date Authorized 03/05/2024
Referral Program ID
Recruitment Type
Area of Consideration
Recruitment Contact

Locations			
Location Code	Location	Target Openings	Primary
035	Evans Administration Building	0	Yes

Positions		
Position Number	Description	Primary
40070235	Program Mgr L4	Yes

Job Codes		
Job Code	Description	Primary
434X96	Program Mgr L4	Yes

Job Postings			
Description	Posting Type	Post Date	Remove Date
Georgia Tech Jobs	External Posting	03/05/2024	03/30/2024
Georgia Tech Jobs	Internal Posting	03/05/2024	03/30/2024

Job Posting Descriptions	
Visible	Internal and External
Description Type	About Us
	Overview
Description	<p>Georgia Tech prides itself on its technological resources, collaborations, high-quality student body, and its commitment to building an outstanding and diverse community of learning, discovery, and creation. We strongly encourage applicants whose values align with our institutional values, as outlined in our Strategic Plan. These values include academic excellence, diversity of thought and experience, inquiry and innovation, collaboration and community, and ethical behavior and stewardship. Georgia Tech has policies to promote a healthy work-life balance and is aware that attracting faculty may require meeting the needs of two careers.</p>

About Georgia Tech

Georgia Tech is a top-ranked public research university situated in the heart of Atlanta, a diverse and vibrant city with numerous economic and cultural strengths. The Institute serves more than 45,000 students through top-ranked undergraduate, graduate, and executive programs in engineering, computing, science, business, design, and liberal arts. Georgia Tech's faculty attracted more than \$1.4 billion in research awards this past year in fields ranging from biomedical technology to artificial intelligence, energy, sustainability, semiconductors, neuroscience, and national security. Georgia Tech ranks among the nation's top 20 universities for research and development spending and No. 1 among institutions without a medical school.

Georgia Tech's Mission and Values

Georgia Tech's mission is to develop leaders who advance technology and improve the human condition. The Institute has nine key values that are foundational to everything we do:

1. Students are our top priority.
2. We strive for excellence.
3. We thrive on diversity.
4. We celebrate collaboration.
5. We champion innovation.
6. We safeguard freedom of inquiry and expression.

- 7. We nurture the wellbeing of our community.
- 8. We act ethically.
- 9. We are responsible stewards.

Over the next decade, Georgia Tech will become an example of inclusive innovation, a leading technological research university of unmatched scale, relentlessly committed to serving the public good; breaking new ground in addressing the biggest local, national, and global challenges and opportunities of our time; making technology broadly accessible; and developing exceptional, principled leaders from all backgrounds ready to produce novel ideas and create solutions with real human impact. ζ

Visible Description Type Internal and External Background Check

Description Successful candidate must be able to pass a background check. Please visit <http://policylibrary.gatech.edu/employment/pre-employment-screening>

Visible Description Type Internal and External Equal Employment Opportunity

Description The Georgia Institute of Technology (Georgia Tech) is an Equal Employment Opportunity Employer. The University is committed to maintaining a fair and respectful environment for all. To that end, and in accordance with federal and state law, Board of Regents policy, and University policy, Georgia Tech provides equal opportunity to all faculty, staff, students, and all other members of the Georgia Tech community, including applicants for admission and/or employment, contractors, volunteers, and participants in institutional programs, activities, or services. Georgia Tech complies with all applicable laws and regulations governing equal opportunity in the workplace and in

educational activities.

Georgia Tech prohibits discrimination, including discriminatory harassment, on the basis of race, ethnicity, ancestry, color, religion, sex (including pregnancy), sexual orientation, gender identity, gender expression, national origin, age, disability, genetics, or veteran status in its programs, activities, employment, and admissions. This prohibition applies to faculty, staff, students, and all other members of the Georgia Tech community, including affiliates, invitees, and guests. Further, Georgia Tech prohibits citizenship status, immigration status, and national origin discrimination in hiring, firing, and recruitment, except where such restrictions are required in order to comply with law, regulation, executive order, or Attorney General directive, or where they are required by Federal, State, or local government contract.

All members of the USG community must adhere to the USG Statement of Core Values, which consists of Integrity, Excellence, Accountability, and Respect. These values shape and fundamentally support our University's work. Additionally, all faculty, staff, and administrators must also be aware of and comply with the Board of Regents and Georgia Institute of Technology's policies on Freedom of Expression and Academic Freedom. More information on these policies can be found here: [Board of Regents Policy Manual | University System of Georgia \(usg.edu\)](#).

Visible Description Type	Internal and External Job Summary
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Description	<p>The Program Manager works with many levels of leadership and staff to manage program efforts based on industry best practices; works as the single point of contact for facilitation and communication of program goals, deliverables, and schedules, and must be an excellent communicator; various levels of documentation will be produced at each stage of the program and the program manager is often the person who creates these with input from others.</p>
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This position may supervise: Assigned Staff

<p>Visible Description Type</p>	<p>Internal and External Other Information</p>
<p>Description</p>	<p>Job Grade: A10</p> <p>Salary Range or Pay Range: \$71,0080 to \$95,145.00</p> <p>Salary will commensurate with experience and education</p> <p>Location: Atlanta, GA</p> <p>Working Arrangement: Hybrid (Will discuss schedule during interview)</p>
<p>Visible Description Type</p>	<p>Internal and External Other Information</p> <p>Manage multiple program and projects in the Office of the Associate Vice President for Research Operations and Infrastructure. Serve as the primary point of contact and resource for program administration, membership cost share reporting, project and membership cost share auditing, and certification requirements for large sponsored programs such as Manufacturing USA (MUSA). Collaborate with and support faculty and staff to track and report cost-share commitments and expenditures for complex grants and partnerships. Partner with campus stakeholders on the setup and establishment of new sponsored consortium initiatives. Coordinate the contributing GT unit project set-up, data collection, validation of data, and reporting schedules, documents, and/or metrics. Act as a primary consultant and liaison between faculty, leadership, staff and Office of Sponsored Programs Contracting Officers in operational and strategic areas such as the coordination of payments for membership renewals and the evaluation of continued involvement in existing individual MUSA memberships.</p>
<p>Visible</p>	<p>Internal and External</p>

Description Type Preferred Qualifications

Preferred Qualifications

Preferred Certifications, Licenses or Permits:

Project Management Professional (PMP) Certification

Certified Associate in Project Management (CAPM) Certification

Description CRA (Certified Research Administrator)

Certified Financial Research Administrator (CFRA)

Preferred Educational Qualifications

Master's Degree

Visible Description Type Internal and External Required Qualifications

Educational Requirements

Bachelor's Degree or an equivalent combination of education and experience

Description

Required Experience

Three or more years of job-related experience

Visible Description Type Internal and External Responsibilities

Job Duty 1 -

Lead the creation of program definitions, budgets, work breakdowns, rough order estimates, program plans, communication plans, and program schedules to determine scope of work for assigned programs

Job Duty 2 -

Description Coordinate, resolve, or assist in resolution of conflicts and other issues within and between program teams and recommend/provide solutions

Job Duty 3 -

Research and recommend program management policies, principles, and practices

Job Duty 4 -

Implement best practices and process improvements to manage scope,

program activities, program schedule, budget, issues, and risks

Job Duty 5 -

Facilitate and/or conduct feasibility studies for programs and requests for proposals and make recommendations on selections

Job Duty 6 -

Interact regularly with program sponsors and stakeholders; use appropriate program management strategies to implement requirements across various programs and initiatives

Job Duty 7 -

Conduct program management activities such as communicating with resource managers, team leads, etc., to track program milestones and keep the focus on delivering program commitments

Job Duty 8 -

May research and recommend tools for automated program management

Job Duty 9 -

Perform other job-related duties as assigned