POSITION OVERVIEW: The Project Manager for the Brown Center for Faculty Innovation and Excellence is a full-time position that performs professional and administrative work to advance the goals of the Brown Center and associated faculty development initiatives and activities. This position will be responsible for the overall management and completion of short term and long term projects, initiatives, data collection and analysis support, communications and outreach activities of the Brown Center and other Faculty Development activities. In addition to managing the Brown Center efforts, this position will provide management and administrative support for the Associate Provost for Faculty Development, the Associate Vice President for Academic Affairs; and will serve as the program coordinator/administrator for the University’s Institutional Review Board (IRB).

QUALIFICATIONS, KNOWLEDGE AND SKILL REQUIREMENTS:
The qualifications and skill requirements for this position include: The candidate should hold an undergraduate degree from an accredited college or university; a masters degree or certificate in project management or education is highly desirable. The candidate should have a minimum of 3 years of experience in program/project management in a higher education setting – working for or with university or college faculty is highly desirable. The candidate must have successful experience in logistical and event planning and implementing assigned projects, as well as extensive experience interacting with and communicating with diverse audiences. The candidate must be technologically adept in MS Office, and able to learn Banner (Stetson’s central management system), web maintenance software, and IRB Maintenance software.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:
The essential job functions and responsibilities (please note that any physical requirements should be listed as a part of relevant essential functions, i.e. lifting requirements, equipment operations, etc.):
(Add bullet points as needed)

Work closely with the Director of the Brown Center. Initiate, coordinate and manage strategies to implement the activities of the Brown Center and other Faculty Development initiatives. Manage project timelines and deliverables. Maintain, compile and assist with analysis of data to regularly monitor progress of towards the Brown Center’s goals, indicators and targets. Draft periodic progress reports and summaries to share with senior leadership and faculty. Maintain the Brown Center web site. Facilitate communications with multiple audiences and partners. Effectively utilize technology. Write and edit articles, reports summaries and other materials. Provide administrative, calendar and program coordination support to the Associate Provost for Faculty Development, the Associate Vice President for
POSITION TITLE: Project Manager for Brown Center for Faculty Innovation and Excellence

Academic Affairs. As the IRB project coordinator, serve as the point of contact for IRB submissions, and facilitate the maintenance of the IRB management system and distribution of the IRB proposals to IRB committee members and those submitting proposals. Candidate will be a self-motivated and proactive thinker; proven critical thinking, organizational and management skills. Performs other position specific functions as assigned.

ROUTINE DUTIES AND RESPONSIBILITIES:

Detail the routine daily tasks and responsibilities:
(Add bullet points as needed)

- Plan, manage, coordinate and implement programs and projects of the Brown Center
- Communicate with faculty, staff, and senior leadership on a daily basis
- Supervise contractors, service providers, staff and students providing services and support to Brown Center and other Faculty Development activities.
- Support the Brown Center Director.
- Provide project management and administrative support to the Associate Provost for Faculty Development, the Associate Vice President for Academic Affairs.
- Facilitate and manage the IRB system and distribution of proposals.

WORKING CONDITIONS: Requires some physical effort, i.e., some standing and walking, frequent light lifting (5-10 lbs.); some carrying moderate weight (12-20 lbs); and the operation of office equipment in which manipulative skills and eye-hand coordination are important ingredients of productive operations. Tasks may involve extended periods at a keyboard; perceptual demands for sound, form, texture and depth.

APPLICATION PROCEDURE: Please submit a letter of application, which address the qualifications, a resume, and/or application, with names, addresses, and telephone numbers of three professional references to Stetson University, Inc.; Office of Human Resources; 421 N Woodland Boulevard, Unit 8327, DeLand, FL 32723. FAX: (386) 822-7562 E-MAIL: humres@stetson.edu. Complete application, available online.

Stetson University is an Equal Opportunity Employer that affirms cultural diversity and inclusion as a core value of academic excellence at Stetson University. We are committed to achieving equal access in education, employment, and participation through the recruitment and retention of outstanding faculty, staff, and students from diverse backgrounds, and to meaningful academic and intellectual transformation in curriculum, research and service. We are dedicated to actions and policies that foster a community in which individuals with various identities, cultures, backgrounds, and viewpoints work together to create opportunities for engagement through rewarding and fulfilling careers and personal experiences in a culturally and racially diverse society and a globalized world. We strongly encourage members of historically under-represented and economically-disadvantaged groups and women to apply for employment. Stetson University is an EEO, ADA, ADEA, and GINA employer.