JOB DESCRIPTION

POSITION TITLE: Project Manager for Brown Center for Faculty Innovation and Excellence

JOB CLASS: Staff
SUPERVISOR: Executive Director, Brown Center

CLASSIFICATION: Full Time
LOCATION: DeLand

SUPERVISORY: Yes
DEPARTMENT: Brown Center

POSITION OVERVIEW:
The Brown Center for Faculty Innovation and Excellence facilitates the development of the Teacher-Scholar (http://www.stetson.edu/administration/provost/stetson-teacher-scholar.php). The Project Manager is a full-time position that performs professional and administrative work to advance the goals of the Brown Center under the direction of the Executive Director. This position will be responsible for the overall management and completion of short term and long term projects, initiatives, data collection and analysis, 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, 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 master’s 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. The candidate should have a proven track record of successfully supporting university faculty and/or administrative staff. 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 constituencies and stakeholders. The candidate must demonstrate the flexibility and adaptability required to make the center responsive to the changing landscape of higher education. The candidate must be technologically adept in MS Office, and able to learn Banner (Stetson’s central management system) and other enterprise systems, web maintenance software, and IRB maintenance software.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:
Work closely with the Executive Director of the Brown Center. Plan, execute, and support Brown Center projects, including activities, events, and special initiatives with strategic partners. Effectively implement the project management life cycle (initiation, planning execution, closure) through effective use of resources and timelines. Maintain, compile and assist with analysis of data to regularly monitor progress 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. Assist in developing and monitoring budgets, provide periodic budget reports, manage purchasing, travel and expenditures, coordinate payment of invoices and ordering of supplies using appropriate University procedures and forms. Provide administrative, calendar and program coordination support to the Associate Provost for Faculty Development, the Associate Vice President for 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.
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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.

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.