

**Project Administrator
Simmons University**

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Posted May 23, 2019, set to expire Sep. 19, 2019

Job Title	Project Administrator
Department	Administration
Institution	Simmons University Boston, Massachusetts
Date Posted	May 23, 2019
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Administrative Support/Services
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Job Description	

Project Administrator

Main Campus - Boston, MA

R05801

Located in Boston's historic Fenway area, Simmons has a strong tradition of empowering women and challenging traditional gender roles. Simmons University was one of the first higher education institutions to prepare women to become leaders and has evolved to become a university offering a women's undergraduate program and graduate programs open to all.

You're joining our community at an especially exciting time as one of our strategic goals is to become the most inclusive campus in New England. You'll find that people who work here are truly committed

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to our mission of preparing students to become champions of social justice and leaders in their professions and their communities. This commitment and pride make for a dynamic workplace.

Job Summary

Simmons University is looking for a part-time (10 hours per week for 10 weeks) Project Administrator to facilitate the administration of the NSF Research Experiences for Undergraduates Program in Synthetic Biology. This position reports to the two Primary Investigators in the Department of Chemistry and Physics. The candidate will directly manage the student applications process, the student support, the research supply ordering, and the grant budget management.

Responsibilities:

- * Post and track student application materials;
- * Communicate with students;
- * Organize student travel;
- * Organize non-laboratory based activities;
- * Manage the budget;
- * Order necessary supplies and materials;
- * Other responsibilities as assigned.

Qualifications:

- * Minimum of an Associate's degree, Bachelor's degree preferred;
- * Minimum of 3 years of professional experience;
- * Previous budget management experience required;
- * Experience in computer record keeping preferred.

Required Application Materials

- * Resume
- * Cover Letter

Instructions to Applicants: Please upload all applicable application materials (e.g. resume/cv, cover letter, writing sample, teaching philosophy, etc.) in the "Resume/CV" box on page 2 ("My Experience") of this application. Documents can be uploaded individually or as a combined document (e.g. PDF).

Simmons University is committed to inclusive excellence in all aspects of an individual's community experience. As a university committed to diversity, equity, and inclusion, Simmons encourages

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applications from all under-represented groups. Simmons is committed to creating, developing, promoting, and enhancing inclusive hiring practices-at all levels, for all positions-ensuring diverse talent pools and the delivery of a consistent positive candidate experience. Simmons is an equal opportunity employer and is committed to continuing to develop a more diverse faculty, staff, student body, and curriculum.

To apply, visit [[url=https://apptrkr.com/1470362](https://apptrkr.com/1470362)]https://simmons.wd1.myworkdayjobs.com/en-US/Simmons-Careers/job/Main-Campus---Boston-MA/Project-Administrator_R05801

Located in Bostons historic Fenway area, Simmons College is a small, private, non-sectarian College which has educated students for enriching careers and purposeful lives since 1899. Working at Simmons means joining a collaborative, diverse and mission-driven community of educators and professionals.

We prepare students to be leaders for themselves, their communities and the world. Our faculty and staff members lead by example - sharing a commitment to excellence and putting the students first.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Please see the job description for contact details pertaining to this university job announcement.