

**Project Manager**  
**North Carolina A & T State University**

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Posted Nov. 24, 2020, set to expire Mar. 26, 2021

<b>Job Title</b>	Project Manager
<b>Department</b>	Ctr for Energy Research & Training
<b>Institution</b>	North Carolina A & T State University Greensboro, North Carolina
<b>Date Posted</b>	Nov. 24, 2020
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Research/Technical/Laboratory
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**Job Description**

**Primary Purpose of Position**

The Center for Energy Research and Technology (CERT) invites qualified individuals to apply for grant funded Research Associate/Project Manager position. This position will have responsibilities to support research projects and the Center's overall activities, in part through:

1. Project Managing a Dept of Energy (DOE) grant that was initiated on 01Oct2020 and will continue for 3 years, with an expectation of continued funding for 2 additional years. This project has many students, researchers, organizations, external advisory board members, universities, and industrial collaborators involved. Communicating with and organizing activities for all of these entities will be a major part of the role. The Project Manager will report directly to the CERT Director and Principal Investigator for the DOE Grant.
2. Managing the financial aspect of the DOE grant (billing, purchasing, invoicing, budget management, and reporting)
3. Managing the financial aspect of CERT. CERT's director is funded by many research grants (10+),

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and the finances of these grants as well as CERT overall will be managed by the Research Associate/Project Manager position.

4. Organization of and participation in DOE grants activities like: meetings; conferences, workshops, etc.

### Primary Function of Organizational Unit

The Center for Energy Research and Technology at North Carolina A&T State University is an interdisciplinary energy research center, created to foster collaborative research and development of new energy-related technologies.

Grounded in engineering and built-environment sciences, CERT focuses on basic and applied research, outreach and extension activities, and education relating to renewable energy, energy efficiency, alternative fuels and vehicle technologies, sustainable green buildings, and the environment.

### Minimum Requirements

Minimum degree required: Bachelor's degree, Project Management experience with projects that have 30+ people on the project team.

Specific skills required to be successful in the role include:

1. Project Management experience managing scope, schedule, and resources in a complex project (prefer someone that understands the Project Management Body of Knowledge, PMBOK);
2. Written and Oral presentation skills (ability to document processes, write reports, deliver presentations);
3. Risk and Issues management capabilities;
4. Banner Finance experience to manage finances of large grants, and Center budgets.
5. Ability to engage both internal and external collaborators;
6. Demonstrated leadership skills.
7. Supervisory skills to help direct Undergraduate and Graduate students in support of Grant and Center activities.

### Preferred Years Experience, Skills, Training, Education

The ideal candidate will have spent 5+ years in Project Management.

The candidate should have demonstrated managerial skills, and a passion for organizational success.

The candidate should be able to provide documentation that supports their prior PM roles and successes. Management of the three constraints of PM: scope, schedule, and resources should be documented in prior work.

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The candidate should be able to speak to management of Gantt charts, risks and issues, preparation for management decision meetings, communications among all stakeholders, management of finances, etc.

**Contact Information**

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

**Contact**

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