Job Description

Job Title: Project Management Specialist
Job ID: 299268
Location: Bloomington, Indiana
Full/Part Time: Full-Time
Regular/Temporary: Regular

Special Instructions Summary

Application deadline is March 24, 2022, with an anticipated start date of May 1, 2022 or sooner.

Department

INDIANA GEOLOGICAL & WATER SUR (BL-GEOY-IUBLA)

Department Information

The Indiana Geological and Water Survey (IGWS), a research institute of Indiana University (IU), seeks applications for a Project Management Specialist with expertise in managing multiple projects. We are particularly interested in applicants with contracts and grants experience.

Job Summary

All positions are expected to assist the IGWS Administration, Research, Information Services, and Business Divisions to advance the mission and complement the culture of the Indiana Geological and Water Survey.

Department-Specific Responsibilities

- Guides project directors through the proposal process for all types of internal and external funding opportunities, including those offered through external contract and grant awards, Indiana University awards, and internal IGWS funded projects.
- Tracks start and end dates, coordinates project meetings, monitors financial expenditures, and ensures timely submission of periodic and final reports for all projects.
- Provides project reports to Administration.
- Manages assigned accounts for reconciliation with monthly operating statements.
- Provides monthly project financials to project directors.
- Assists employees with purchasing and travel arrangements.
- Crosstrained to assist with back up for Administrative Business Coordinators as needed.

General Responsibilities

- Manages medium to large projects, from start to finish, ensuring on time completion within budget.
- Develops project plan(s) and efficiently analyzes, tracks, forecasts, and reports on project metrics and shortfalls.
- Coordinates and facilitates efforts of project team(s) consisting of various staff and hourly employees.
- Communicates ongoing changes in tasks, goals, or performance.
- Collaborates to ensure that project objectives are achieved within established time frames.
- Participates in client meetings, vendor/contract decisions, and development of project requirements and specifications.
- May provide guidance and support to less experienced peers.

Qualifications

EDUCATION

Required
- Bachelor's degree in a relevant field.

WORK EXPERIENCE

Required
- 2 years of relevant experience.

Skills

Combinations of related education and experience may be considered.
Required

- Ability to drive multiple projects to successful completion.
- Demonstrated project management skills.
- Proficient communication skills.
- Excellent organizational skills.
- Excellent collaboration and team building skills.
- Demonstrated time management and priority setting skills.
- Highly thorough and dependable.

Preferred

- Experience with Contracts and Grants proposal submission and account monitoring.
- Familiarity with the IU financial management systems.
- Good attendance record and promptness.
- Ability to stay effectively organized, multitask, and work under deadline pressures.

Working Conditions / Demands

This role requires the ability to effectively communicate and to operate a computer and other standard office productivity equipment. The position involves sedentary work as well as periods of time moving around an office environment and the campus. The person in this role must be able to perform the essential functions with or without an accommodation.

Work Location

Indiana University Bloomington
This is an in-person position.

Advertised Salary

$43,804.80 - $50,000.00

Job Classification

Career Level: Career
FLSA: Exempt
Job Function: General Administration
Job Family: Project Management

Click here to learn more about Indiana University's Job Framework.

Posting Disclaimer

Due to the COVID-19 pandemic, there may be differences in the working conditions as advertised in our standard job postings (e.g., the ability to travel from one campus to another, etc.). If you are invited for an interview, please discuss your questions or concerns regarding the working conditions at that time.

This posting is scheduled to close at 11:59 pm EST on the advertised Close Date. This posting may be closed at any time at the discretion of the University, but will remain open for a minimum of 5 business days. To guarantee full consideration, please submit your application within 5 business days of the Posted Date.

If you wish to include a cover letter, you may include it with your resume when uploading attachments.

New employees will be provided with information regarding Indiana University's COVID-19 vaccine policy, which includes the opportunity to request an exemption. To learn more, view our COVID-19 vaccine information page.

Equal Employment Opportunity

Indiana University is an equal employment and affirmative action employer and a provider of ADA services. All qualified applicants will receive consideration for employment based on individual qualifications. Indiana University prohibits discrimination based on age, ethnicity, color, race, religion, sex, sexual orientation, gender identity or expression, genetic information, marital status, national origin, disability status or protected veteran status. Indiana University does not discriminate on the basis of sex in its educational programs and activities, including employment and admission, as required by Title IX. Questions or complaints regarding Title IX may be referred to the U.S. Department of Education Office for Civil Rights or the university Title IX Coordinator. See Indiana University's Notice of Non-Discrimination here which includes contact information.
The Annual Security and Fire Safety Report, containing policy statements, crime and fire statistics for all Indiana University campuses, is available online. You may also request a physical copy by emailing IU Public Safety at iups@iu.edu or by visiting IUPD.