Project Manager

Essential Functions

Develop a project management plan, including risk management and avoidance of conflicts of interest, to ensure efficient and effective completion of ADBC's project goals and objectives. Define and organize the project's tasks to optimize the allocation and integration of resources necessary to meet project objectives. Revise and update plans as needed in consultation with the iDigBio Director and others members of senior management team: 20%

Manage workflows and solve problems related to scope, time and cost of the project, at iDigBio and at TCNs and other institutional collaborators of ADBC to establish efficient and effective strategies and methods as described in the project management plan: 40%.

Monitor activities at all collaborating institutions and report on a regular basis to iDigBio Director and others members of senior management team on the progress of ADBC in meeting goals and objectives: 10%.

Provide the framework and oversight for detailed cost estimating and control: 10%

Prepare and submit reports to NSF and others as requested: 5%.

Participate in promoting and coordinating outreach activities for research, education: 5%.

 Perform other relevant tasks as requested by the project administrators: 10%.

Qualifications

Formal training and/or experience in project management necessary to organize and manage resources for the successful completion of project goals and objectives. This may include a university degree in project management, a business degree with some level of project management emphasis, or certification preparatory classes and training in project management. Relevant experience with one or more large projects is highly desirable.

Must have the ability to organize and communicate effectively with a diverse clientele, including scientists, IT experts, and users of biological collections information.

Familiarity with information technology projects and use of biological collections in research and education is desirable.