USA

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Project Administrator

2019-6969   3 months ago

US-NY-New York   **Department** Center for Data Science (Administration)   **School/Division** Courant Institute of Mathematical Sciences (CIMS) (CM1017)

Compensation Grade Band 52   **Union** N/A   **FT/PT** Full-Time   **Category** Business/Professional Administrative

Position Summary

As part of the administrative team will ensure all agreement requirements entered into by CDS under the Data-Intensive Research in Science and Engineering (DIRSE) and National Science Foundation Research Traineeship (NRT) grants are executed within set deadlines and within budget guidelines. These agreements may include activities such as organizing events and activities, participating in and supporting conferences, and supporting the CDS graduate education programs. Manage the programmatic components of the DIRSE and NRT grants with particular emphasis on ensuring obligations under these grants are met on a timely basis. Assist with the development of funding agency reports and evaluations. Responsible for supervising assistants and technical staff providing support in fulfilling these responsibilities. Work as a member of a well-coordinated team. Oversee and provide support work for an array of projects. Projects range from writing and research on a broad range of topics, to problem solving, assistance with event planning, coordination and outreach about Institute priorities.**This is a grant funded position.**

Qualifications

Required Education:
Bachelor's Degree

Preferred Education:
Advance degree in related area and/or equivalent experience / training preferred.

Required Experience:
2+ years of progressively responsible experience in agreement fulfillment and relationship management or a related experience. Strong project management experience in the area of event planning and building collaborations within academia and between academia and industry. Experience with digital communication and social media platforms.

Preferred Experience:
Fundraising and business development experience, as well as previous experience working as a manager in an academic, government, non-profit or start-up organization highly desirable

Required Skills, Knowledge and Abilities:
Exceptional interpersonal. organizational, planning and problem-solving skills.Knowledge of budget management. Knowledge of project management. Ability to supervise staff. Ability to trouble shoot and deal with problems / obstacles in administrative operations. Ability to work cooperatively as a member of an interdisciplinary team of faculty, administrators and corporate executives.Must be able to communicate effectively and with collegiality. Must have excellent writing skills.

Preferred Skills, Knowledge and Abilities:
Knowledge of WordPress, or similar website development software, as well as Photoshop and MS Publisher. Understanding of and appreication for data sceicne approaches and innovations.

Additional Information

NYU aims to be among the greenest urban campuses in the country and carbon neutral by 2040. Learn more at nyu.edu/sustainability.

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