

**Project Coordinator Position Opening:** AI SUSTEIN (an NSF funded EPSCoR Track-2 RII program) has an opening in a project coordinator position. The position will be stationed at North Dakota State University in the Civil, Construction, and Environmental Engineering Department, Fargo, ND.

Website of the job posting (Job Opening ID: 2938992), To view this Job Opening, visit:

[https://prd.hcm.ndus.edu/psp/hehp/EMPLOYEE/HRMS/c/HRS\\_HRPM\\_CN.HRS\\_JOB\\_OPENING.GBL?Action=U&HRS\\_JOB\\_OPENING\\_ID=2938992](https://prd.hcm.ndus.edu/psp/hehp/EMPLOYEE/HRMS/c/HRS_HRPM_CN.HRS_JOB_OPENING.GBL?Action=U&HRS_JOB_OPENING_ID=2938992)

**Responsibilities:**

(Duty 1 35% Time)- Budget and accounting for NSF EPSCoR Track 2 project:

- Work with PI and project team on establishing budgets and reviewing budget plans.
- Develop financial projections for budget planning.
- Monitor, analyze, and work with PI to request amendments to budgets as needed.
- Authorize expenditures and commitment of funds in accordance with approved budget.
- Ensure compliance with funding agency requirements and university policy.
- Serve as liaison to Sponsored Programs Administration Office, Grants & Contracts Accounting Office, Purchasing Office, Human Resources Office, Payroll Office, and Accounting.
- Respond to budget, grant, purchasing-related questions, human resources and payroll questions, and other financial questions.
- Manage the budget for the summer undergraduate research (REU) program.
- Monitor and maintain records of seed grants and track spending.
- Coordinate purchase orders of materials, supplies, equipment, and software of the program.
- Coordinate travel and travel reimbursements for NDSU team members.
- Work with the research team, HR, and the graduate student office to hire and maintain students for the program.
- Maintain fixed asset inventory records and assist other financial needs for the program.

(Duty 2 35% Time)- Program coordination, operations, and reporting for NSF EPSCoR Track 2 project:

- Coordinate program meetings such as periodic team meetings, annual PI meeting, External Advisory Committee meetings, agency onsite visit, and other meetings as needed.
- Work with the PI and team, assist in developing and implementing the seed grant program including a process for advertising opportunities, proposal submissions, reviews, and awarding of seed grants.
- Manage agreements with external contractors, including the external evaluator, maintain records of subawards, and serve as a liaison with project personnel on project reporting and financial reporting.
- Assist the coordination of the summer REU project of the program, work with the PI and serve as the primary point of contact for site logistics, participants, and team faculty,

including working with central campus services (housing, accounting, etc) for operations of the site, applications, housing, stipends, and other activities and resources that participants need while at NDSU, as well as logistics for students.

- Work with a work study to establish and maintain program website and annual newsletters for program dissemination.
- Maintain ongoing records of productivity metrics and work with the PI on annual and other progress reports of the program.

(Duty 3 30% Time)- Coordinate RCA undergraduate research initiatives and assist with research development activities:

- Serve as the primary point of contact for undergraduate research site logistics, including working with central campus services (housing, accounting, etc.) for operations of the site.
- Serve as a contact for participants for applications, housing, stipends, and other activities and resources that participants need while at NDSU.
- Communicate with faculty mentors on project and application process as well as logistics for students.
- Maintain program website including registration, projects, and activities.
- Coordinate annual poster presentation event.
- Coordinate activities for participants while at NDSU.
- Manage budget for program.
- Assist in promoting undergraduate research programs and supporting opportunities for students.
- Coordinate the NDSU EXPLORE annual showcase.
- Coordinate the implementation and management of undergraduate research programs.
- Develop toolkits and resources for faculty to utilize when developing UR (i.e. REU) proposals.
- Maintain website of undergraduate research activities and opportunities for students.
- Develop and coordinate program for identifying and distributing information on undergraduate fellowship opportunities. Assist with nomination process.
- Assist the Research Development Coordinator with the weekly newsletter, including identifying and disseminating funding opportunities.
- Assist the RD office with grant writing workshops and other programming as needed.
- Position expected to spend 1 day per week in Research Development office.

**Work Schedule:** 40 hours/week with 4 days/week at CIE204 and 1 day/week at Research 1 in RCA office.

**Advertised Salary:** \$40,000 +

**Minimum Qualifications:**

- B.S. in administration, accounting, or related areas, or equivalent (2-year college with minimum of 2 years of related working experiences).
- Evidence of effective interpersonal, oral, and written communication skills.
- Demonstrated experience and Proficiency with Microsoft Office.
- Strong organizational skills.

- Demonstrated project management experience and attention to detail.
- Demonstrated experience working independently and in a team setting.

**Preferred Qualifications:**

- Preferred to have working experiences related to administration, coordination, accounting, or working with college students.

**Applicant Materials Required:**

- Resume
- Cover Letter

**Benefits:**

NDSU offers a comprehensive benefits package with includes single or family health insurance coverage with premiums paid for by the university – with an effective date for new employees the first of the month following date of hire. Other benefits include, wellness benefits, basic life insurance, retirement plan, tuition waiver, annual leave, EAP, sick leave and holiday pay. Optional benefits include supplemental life, dental, vision, long-term care insurance, flexible spending account, and supplemental retirement plans.

Position Open till filled. For more information, please contact the hiring committee chair, Dr. Ying Huang at [ying.huang@ndsu.edu](mailto:ying.huang@ndsu.edu).