

Program Manager

Posting Details

Posting Details

Position Number:	112363
Title:	Program Manager
Functional Title:	Program Manager
Category Status:	33-Exempt Regular
Applicant Search Category:	Staff
University Authorized FTE:	1.000
Unit:	CMNS-Astronomy
Campus/College Information:	Founded in 1856, University of Maryland, College Park is the state's flagship institution. Our 1,250-acre College Park campus is just minutes away from Washington, D.C., and the nexus of the nation's legislative, executive, and judicial centers of power. This unique proximity to business and technology leaders, federal departments and agencies, and a myriad of research entities, embassies, think tanks, cultural centers, and non-profit organizations is simply unparalleled. Synergistic opportunities for our faculty and students abound and are virtually limitless in the nation's capital and surrounding areas. The University is committed to attracting and retaining outstanding and diverse faculty and staff that will enhance our stature of preeminence in our three missions of teaching, scholarship, and full engagement in our community, the state of Maryland, and in the world.
Position Summary/Purpose of Position:	The Program Manager has overall responsibility for the daily operations of the administrative and support office for the University of Maryland's Department of Astronomy Center for Research and Exploration in Space Science and Technology II (CRESST II) cooperative agreement with NASA Goddard Space Flight Center (GSFC) in Greenbelt, MD. The Program Manager reports to the CRESST II Principal Investigator and interacts with GSFC management, CRESST II scientists, and partner institution administrative personnel. The Program Manager coordinates all required reporting to GSFC. This position is located at GSFC in Greenbelt, MD.
Minimum Qualifications:	<ul style="list-style-type: none">- Bachelor's Degree- Ten years of progressively responsible experience in program management and/or management of professional personnel in a complex work environment.- Ability to analyze and understand budgets.- Must be self-motivated and detail oriented with the ability to take full responsibility for major tasks. Must have demonstrated organizational, analytical and problem solving abilities with strong mathematical and communications skills.- Excellent communication and relationship building skills. The ability to create partnerships with program contributors and sponsors while maintaining a professional image in all situations.- Ability to organize priorities in a dynamic work environment.- Dedication to providing excellent service to internal and external customers.- Demonstrated ability to work in a team environment, share information, and work collaboratively.- Ability to handle sensitive and confidential matters with discretion and tact.- Strong computer skills using Microsoft Office software programs, in particular Word and Excel.- Other: This position requires a Federal background check and the eligible employee must meet NASA criteria for obtaining a security badge to perform duties at Goddard Space Flight Center (GSFC). The employee is required to work at GSFC.
Preferences:	Master's Degree. Experience with NASA or government agencies. Experience with university operations and accounting. Experience managing and utilizing database applications and webpages.
Additional Certifications:	

Additional Information:	
Job Risks	Not Applicable to This Position
Physical Demands	Light lifting of materials and supplies: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. The employee is required to communicate frequently by talking, hearing, and seeing. The employee must have the ability to work and attend meetings in multiple locations both at GSFC and at the partner institutions.
Posting Date:	06/18/2019
Closing Date:	
Open Until Filled	Yes
Best Consideration Date	07/25/2019
Diversity Statement:	The University of Maryland, College Park, an equal opportunity/affirmative action employer, complies with all applicable federal and state laws and regulations regarding nondiscrimination and affirmative action; all qualified applicants will receive consideration for employment. The University is committed to a policy of equal opportunity for all persons and does not discriminate on the basis of race, color, religion, sex, national origin, physical or mental disability, protected veteran status, age, gender identity or expression, sexual orientation, creed, marital status, political affiliation, personal appearance, or on the basis of rights secured by the First Amendment, in all aspects of employment, educational programs and activities, and admissions.

Applicant Documents

Required Documents

1. Resume
2. Cover Letter
3. List of References (no emails sent from system)

Optional Documents

Posting Specific Questions

Required fields are indicated with an asterisk (*).

1. * How did you hear about this position?
 - UMD Job Site
 - Personal Referral
 - Washington Post
 - Baltimore Sun
 - Local Publication
 - Chronicle of Higher Education
 - Inside Higher Education
 - INDEED
 - HERC
 - Hispanic Outlook
 - Diverse Jobs
 - HigherEdJobs
 - Professional Journal
 - Listserv
 - Other
 - SimplyHired
 - CareerBliss
 - Job Fairs
 - Monster.Com
 - Craigs List