
Job Title	Project Manager, Gender Equity Project
PVN ID	BK-2104-003957
Category	Research
Location	BROOKLYN COLLEGE
Department	Office Provost & Sr. Vice President
Status	Full Time
Annual Salary	\$55,000.00 - \$60,000.00
Hour(s) a Week	35
Closing Date	Jun 08, 2021 (Or Until Filled)

General Description

Brooklyn College is the recipient of funding from the National Science Foundation to assess issues of gender equity for faculty at Brooklyn College. We are seeking a project manager to assist in this effort by working with the project investigators to ensure that the project is meeting goals and timelines, with the intent to develop a follow-on proposal to initiate new or improved institutional policies and practices to increase equity in faculty service, promotion, and tenure for all our faculty.

Other Duties

Duties include to:

- Discuss, clarify, and prioritize the objectives and measures upon which the project will be evaluated as project investigators plan new proposals
- Support the members of the project team as and when appropriate to assist in completion of the initial phase of the gender equity project
- Review project plans, activities, and schedules with project leadership to complete the initial stage of the project successfully based on timelines for future proposal submissions
- Document project-related activities, and ensure project files are maintained in good order
- Prepare project summaries in consultation with project investigators
- Manage and coordinate agendas, meetings, and workflow to ensure timely project completion

The list of duties and responsibilities is not intended to be inclusive and may include other duties or responsibilities as necessary.

Qualifications

Preferred qualifications:

- Familiarity with issues of gender equity and other identity-based inequities on college campuses
- Ability to work both independently and collaboratively with the project team members
- Strong verbal and written communication skills and excellent interpersonal competency including on-line collaboration software (e.g., Zoom, MS Teams, Dropbox)
- Demonstrated experience in managing projects and meeting project timelines, and communicating with internal stakeholders in a productive and timely manner
- Ability to take initiative and manage projects with minimal supervision, including strong time management skills and ability to meet tight deadlines
- Ability to multi-task with demanding timeframes
- Ability to work both independently and as a team member
- Excellent organizational skills and attention to detail
- Demonstrated quantitative skills (required) and experience in data/statistical analysis (preferred).

Education/Training:

Master's degree or higher required, with background in a social science or science relevant to gender equity or related issues in a college environment, or equivalent experience/training. Salary Range: maximum of \$55,000-60,000 depending on experience.

Appointment Duration/Limitation:

1-year Appointment with the possibility of extension, contingent on project funding