



Job Title	Assistant Director for Program Management
PVN ID	CC-2504-006777
Category	Research
Location	The CITY COLLEGE of NEW YORK
Department	University Transportation Research Center
Status	Full Time
Annual Salary	\$60,000.00 - \$75,000.00
Hour(s) a Week	35
Closing Date	Jun 01, 2025 (Or Until Filled)

General Description

About the Region 2 University Transportation Research Center (UTRC):

The Region 2 University Transportation Research Center (UTRC) is one of ten original University Transportation Centers established in 1987 by the U.S. Congress. These centers were established with the recognition that transportation plays a key role in the nation's economy and quality of life. UTRC functions as a consortium of major universities, with over 150 affiliated principal investigators from a wide variety of academic disciplines.

UTRC is a dynamic and collaborative hub for transportation research, education, and technology transfer. We are committed to advancing innovative solutions to regional and national transportation challenges. As Assistant Director for Program Management, you will play a pivotal role in driving our mission forward. For more information, please visit www.utrc2.org

Position Summary:

The Assistant Director for Program Management (ADPM) will provide strategic leadership and operational oversight for UTRC's diverse portfolio of research, education, and technology transfer programs. You will be responsible for leading the design, development, and delivery of sponsored projects, fostering strong partnerships with sponsors and university faculty, and contributing to the overall strategic development of the Center. This role requires a proactive and results-oriented individual with exceptional project management and communication skills.

Other Duties

- **Program Development and Oversight:** Direct and coordinate UTRC's research program, providing strategic direction on program development and delivery. Oversee project activities to maximize stakeholder engagement

- Partnership Management: Guide university researchers in securing external funding, serve as a liaison between researchers and sponsors, and facilitate issue resolution
- Project Leadership: Lead the design and delivery of sponsored programs, ensuring adherence to project sponsor needs, contract requirements, and USDOT guidelines
- Research Initiatives: Direct various research initiatives as determined by the UTC director and committees, including monitoring funding and tracking processes
- Business Development: Identify funding opportunities, build strategic partnerships, and communicate UTRC's expertise to potential sponsors
- Proposal Development: Serve as a technical resource for proposal development, assisting with work plan development and response to funding opportunities
- Team Management: Recommend project team assignments, supervise, and mentor staff

Qualifications

- A master's degree in planning, engineering, management, public administration or a related field
- Strong project management skills, including the ability to manage multiple projects simultaneously
- Excellent communication and interpersonal skills
- Experience in grant writing and proposal development
- Knowledge of transportation research and related fields
- Ability to work collaboratively with diverse stakeholders