

External Ad for 63207, Project Manager, Strategic Partnerships and Innovation

Strategic Partnerships and Innovation within the [Office of Research](#) seeks to fill the Project Manager position.

This position requires a bachelor's degree and a minimum of four years or a high school diploma/equivalent and eight years of relevant experience facilitating projects. Our ideal candidate would have the preferred qualifications of four or more years of related experience, experience with Smartsheet or other project management software, and experience in a research or higher education environment. Also, would hold the project management certification (PMP).

This position is responsible for developing, leading and implementing detailed Project Management Plans (PMP). Manage and lead project teams, direct the work of the activity leaders, prioritize the various lines of effort, and shift resources. Collaborate with all parties associated with projects to ensure they are working according to plan. Implement project management principles and concepts with an in-depth understanding of project controls processes/procedures and systems. Develop and implement processes for meeting deliverables and goals. Is responsible for monitoring projects to keep them on track, on schedule, and within budget. Utilize tools such as Smartsheet and Trello to plan and track projects and deliverables. Gather data, conduct data analysis, and create dashboards and reports. Will require working on several projects simultaneously. Prepare regular status reports and advise on critical areas and progress toward milestones. Also, will provide operational support including securing and managing resources and facilities. Support events and programs (such as Discovery Days, Industry Days or the Industry Affiliate Program), grants, SPI operations, and large projects. Schedule and facilitate meetings, which includes but is not limited to preparing agendas and meeting minutes by documenting document decisions, identifying issues, and identifying action items.

Interested parties can apply at jobs@fsu.edu via Job ID 63207

FSU is an Equal Employment Opportunity Employer.

Our contact personnel for this position is Cassidy Cooksey and can be reached at rsch-workforce@fsu.edu