

# Job Posting – National High Magnetic Field Laboratory

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## Required:

### **Job Posting Title:**

Program Manager, Science and Research - NHMFL

### **Department:**

The [National High Magnetic Field Laboratory](#) (NHMFL)

### **How To Apply**

If qualified and interested, apply to Job ID# 60177 at <https://jobs.fsu.edu> by Deadline Date: August 13, 2025

Applicants are required to complete the online application with all applicable information. Applications must include all work history up to ten years, and education details even if attaching a resume.

### **Responsibilities:**

Coordinate and implement project management principles and concepts with an in-depth understanding of project controls processes/procedures and systems and lead projects in support of the NHMFL's mission. Responsible for project management/project controls associated with leading and managing project planning, monitoring, and scheduling tasks, applying a broad range of project management and project controls practices.

Facilitate shared understanding of project goals, plans, statuses and metrics through the creation and maintenance of documents and registers covering the several Project Management institute's project performance domains. Maintain and document effective intra and inter team communication and stakeholder engagement. Assist staff with the conduct of business internally and externally via professional meeting preparation and follow up. Identify and escalate trouble areas using uniform methods and work with leadership to devise and execute proportional and time bound resolution steps.

Plan and track project progress using methods appropriate to the given team's way of working. Estimate and track resources and costs using methods particular to the way of working stipulated. Use matrix methods to allocate and track dedication of personnel, resources and equipment time to multiple projects and programs.

Perform the full range of project management cycle: initiating, planning, executing, monitoring, controlling, and closing. Independently lead and direct projects requiring high levels of functional integration and involving multiple disciplines to be managed. Direct development of an action plan, and estimate requirements for resources, including management, labor, materials, and time required to complete project. Anticipate future demand and secure the necessary resources to address project management and project controls requirements.

Interface with project managers, research scientists, engineers, procurement contract administrators, financial analysis, and governing bodies and regulators on project planning and controls issues and requests. Implement standards, system descriptions, software applications, protocols, and practices in Project Management/Project Control. Facilitate discussions and negotiations to drive recommendations consensus. Ensure work completion within schedule, budgetary and design constraints; make decisions about analysis, design, and testing; solve complex technical problems; and provide alternative methods for achieving goals when necessary.

**Qualifications:**

Bachelor's degree and four years of experience in a related science or research services field; or a high school diploma/equivalent and experience in the same equal to eight years. (Note: post-high school education can substitute for experience at the equivalent rate.)

**Preferred:**

PMP certification

**University Information**

One of the nation's elite research universities, Florida State University preserves, expands, and disseminates knowledge in the sciences, technology, arts, humanities, and professions, while embracing a philosophy of learning strongly rooted in the traditions of the liberal arts and critical thinking. Founded in 1851, Florida State University is the oldest continuous site of higher education in Florida. FSU is a community steeped in tradition that fosters research, and encourages creativity. At FSU, there's the excitement of being part of a vibrant academic and professional community, surrounded by people whose ideas are shaping tomorrow's news!

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**Schedule**

If not otherwise specified, schedule is M-F, 8-5.

**Criminal Background Check**

This position requires successful completion of a criminal history background check. The background check will be conducted as authorized and in accordance with [University Policy 4-OP-C-7-B11](#).

**Tobacco Free Campus**

Effective January 1, 2014, tobacco use, including simulated tobacco use, is prohibited on property, interior and exterior, owned or managed by Florida State University. This [policy](#) applies to all Florida State University students, employees, consultants, contractors, visitors, and external individuals.

**Contact Info:**

For additional information please contact Kayla West at [kwest@asc.magnet.fsu.edu](mailto:kwest@asc.magnet.fsu.edu).