POSITION
A Project Manager (Project/Program Manager II Special) position is available with the Center for Environmental Management of Military Lands (CEMML). This position is located at Colorado State University in Fort Collins, CO.

ORGANIZATION
CEMML is a research, education and service unit within the Warner College of Natural Resources at Colorado State University (CSU). CEMML applies the latest and most appropriate science to promote the sustainable management of natural and cultural resources on Department of Defense (DoD) and other public lands. We provide technical support, conduct applied research, and offer career development and learning opportunities to support resource stewardship. We collaborate with our sponsors and within CSU to resolve complex environmental issues, leaving a legacy of science-based decisions that sustain our resources for future generations.

To learn more about CEMML’s contributions to land management, our mission, vision, and values, visit http://www.cemml.colostate.edu/.

RESPONSIBILITIES
CEMML is recruiting to fill a position as a project manager. The position will assume responsibilities for management of projects the Center already has underway, primarily having to do with management of wildlife (game and non-game), fisheries, forests, soils, water, invasive species, wildland fire, and endangered species, and other natural resources in military installations. The project manager will also have responsibility to develop proposals for new projects. Most ongoing projects are off-campus and involve Center employees who are staffed at military installations. Frequent travel is required throughout the US and potentially overseas.

- Manage all aspects of existing projects, on- and off-campus
  - Recruit and hire staff; develop position descriptions, determine job qualifications; evaluate, interview, and select candidates
  - Mentor staff to ensure productivity, adherence to policy and procedures, meeting of deadlines, work quality, etc.
  - Evaluate employee performance and issue corrective actions when necessary
  - Manage project execution, including defining and assigning tasks, sequencing the work, coordination with installation personnel and military training schedules, production of deliverables, etc.
  - Manage budget execution for all labor, equipment and supplies, travel, and subcontractors
  - Manage logistics such as provision of leased vehicles and equipment, and purchase of all supplies, materials, and equipment
  - Develop and submit required periodic progress reports
  - Ensure compliance with requirements of the CSU Institutional Animal Care and Use Committee for all projects involving wildlife
- Develop proposals, both unsolicited and in response to requests for proposals
  - Write technical proposals
  - Develop project budgets
Prepare past performance narratives
Collaborate with other University departments, subcontractors, and other universities and government agencies

- Cultivate new clients, and new projects with existing clients
- Attend workshops, conferences, and conventions to market the Center and its services

MINIMUM QUALIFICATIONS
- The successful candidate must be eligible to work in the United States by proposed start date. CEMML will not provide visa sponsorship for this position.
- BS in a natural resource management field.
- At least seven years of professional post-graduate experience in natural resource management, three of which involved some degree of project management responsibilities.
- Must have experience supervising full-time and seasonal employees.
- Candidates will be evaluated on their knowledge of and experience with the requirements and implementing regulations of the Endangered Species Act, National Environmental Policy Act, Migratory Bird Treaty Act, and the Sikes Act. * Experience in a university research environment would be beneficial, as is familiarity with the Office of Management and Budget “Uniform Guidance”, 2 CFR 200.
- Strong written communication skills are essential.
- Experience with public speaking and formal presentations is required.
- Frequent travel is required throughout the US and potentially overseas.

DESIRABLE QUALIFICATIONS
- MS in a natural resource management field is preferred.
- Knowledge of/experience with military organization and culture is beneficial, especially as it pertains to project execution on military installations.

DIVERSITY STATEMENT
Reflecting departmental and institutional values, candidates are expected to have the ability to advance the Department’s commitment to diversity and inclusion.

BACKGROUND CHECK
Colorado State University is committed to providing a safe and productive learning and living community. To achieve that goal, we conduct background investigations for all final candidates being considered for employment. Background checks may include, but are not limited to, criminal history, national sex offender search and motor vehicle history.

SALARY
Salary is commensurate with experience and qualifications. Annual salary range $68,000 – $82,000. Continuation of the position is dependent on the receipt of funding from the sponsor for Project Management efforts at Colorado State University.

BENEFITS
Colorado State University offers a generous benefits package including 24 days of paid vacation leave, tuition credits, excellent health insurance (including vision and dental), and retirement plans with 11% matching. For more information on Administrative Professional benefits, visit http://www.hrs.colostate.edu/benefits/.
APPLICATION
Prospective candidates should apply online at http://jobs.colostate.edu/postings/30909. Applicants must meet the minimum qualifications in the announcement to be considered for hire. Apply no later than March 4, 2016, for full consideration. Upload each of the items below individually as a Word Document (.doc), PDF (.pdf), or Rich Text Format (.rtf). Please note that incomplete applications cannot be considered. Please remove social security numbers and birthdates from application materials. A complete application consists of:

1) Statement of Qualifications (one page letter addressing each qualification described in announcement)
2) Resume
3) Transcripts (for each degree earned that is listed under qualifications)
4) Degree Conferral (copy of diploma if transcripts do not include confirmation that degree was awarded)
5) References (contact information for professional references including at least one supervisor, references will not be contacted without prior notification of candidates)

Colorado State University does not discriminate on the basis of race, age, creed, color, religion, national origin or ancestry, sex, gender, disability, veteran status, genetic information, sexual orientation, gender identity or expression, or pregnancy. Colorado State University is an equal opportunity/equal access/affirmative action employer fully committed to achieving a diverse workforce, and complies with all federal and Colorado state laws, regulations, and executive orders regarding non-discrimination and affirmative action. The Office of Equal Opportunity is located in 101 Student Services.

See a complete listing of open CEMML positions at http://www.cemml.colostate.edu.

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