NOTICE OF POSITION OPENING  (10-10-05)

Job Title: Project & Office Manager  
Department: SERC (Science Education Resource Center)  
Date Open: Immediately

This is a temporary, three-quarter to full-time position available immediately through October 1, 2006. There is a possibility of continued employment, contingent upon funding.

Purpose of this Position:
The Project Manager will work as part of the SERC (Science Education Resource Center) senior team to manage individual projects; coordinate, and track work within the office including work scope, schedule, and budget; and manage aspects of the website. The Project Manager will work closely with all SERC staff and will report directly to the Director, Science Education Center.

Responsibilities:
- **Project Funds Accounting:**
  Allocate SERC staff time to appropriate project budgets; review college reports to make sure charges are in the appropriate accounts; create reports that show expenses by NSF budget categories; create all reports necessary for sub-contract billing beyond those available from the Business Office.
- **Office Staff Coordination:**
  Work with staff to create time lines and monitor progress.
- **Project Management:**
  Work with external collaborators to establish schedules, schedule meetings, and organize workshops; facilitate communications and efficient project activity; monitor project progress.
- **Website Management:**
  Create and manage project workspaces within the SERC Content Management System; design and create page chrome; manage discussion lists; support and promote effective use of Content Management System and monitor for use of best practices.
- Other duties as assigned.

Minimum Qualifications:
Bachelor’s Degree and 1-3 years previous project management and accounting experience is required. The successful candidate will be able to demonstrate that they are a self-directed team player who is comfortable learning new technologies. The candidate must be flexible beyond the scope of their specific duties to meet the ever changing opportunities of our office. Must have strong organizational and communication skills, as well as proficiency with Microsoft Office Products (Word and Excel).

If interested, please send letter of interest (including where you learned about this position), résumé, and three references complete with address, email, and phone numbers to Carleton College, Human Resources, One North College Street, Northfield, MN 55057. Visit our web site at www.carleton.edu. Carleton College is an equal opportunity employer committed to excellence through diversity.