

Responsibilities of the Academic Program Manager II for the Arbutus Center for the Integration of Research and Education:

- Plan and manage the VIP Program's recruiting and outreach process for new faculty advisers and new students each semester.
- Plan and manage outreach to and visits of people from industry and funding agencies, invited speakers, guests from other universities, etc.
- Assist with coordination of faculty within GT VIP Program and with VIP sites at other universities in the preparation of collaborative/joint proposals. These include NSF collaborative proposals, US-EU joint proposals, etc.
- Assist with the identification of new funding opportunities for the Arbutus Center by reviewing programs at federal agencies (NSF, US. Dept of Education, etc), foundations, companies, etc.
- Plan, design, create and maintain websites, videos, posters, brochures, and other sources of information about the VIP program.
- Identify common technical and administrative needs spanning multiple VIP teams and multiple VIP sites and plan, develop, and deploy a VIP-wide approach to meeting these needs.
- Plan and manage Arbutus Center and VIP-related budgets. This includes making and tracking purchases, monitoring travel plans and reimbursements, etc.
- Plan and manage the VIP permit-application process, including approving/denying request for permits, approving time-conflict permits, coordinating with faculty regarding the desired composition (year/discipline) of their team, etc.
- Work with Arbutus/VIP Director and staff to plan/develop/test/use software applications to track VIP students' performance through semesters and make this data available to faculty evaluating the effectiveness/learning-outcomes and social-network characteristics of the VIP program.
- Plan and manage all VIP lab facilities and plan/coordinate/place orders for equipment, maintenance, etc.
- Direct and manage activities of VIP GTAs and coordinate VIP activities with those of the Digital Media Lab (DML).

Critical skills for the position:

- Must enjoy working with people and be effective at establishing and managing relationships at the GT, state, national, and international levels.
- Must interact effectively and over the long-term with GT students, staff, faculty, alumni, administrators, etc.
- Understanding of science and technology and its impact on society is required; some technical experience/background is thus essential.
- A BS is required, preferably in a science, engineering or technology discipline. An MS in communications, organizational management, or another appropriate discipline is preferred.
- Excellent communication skills: written/oral/presentation/etc. Ability to speak effectively in public strongly preferred.
- Computer literacy/proficiency is essential.