The Program Manager, Illinois Water Resources Center (IWRC) and Illinois-Indiana Sea Grant (IISG) serves as a regular, full time, 12 month academic professional with primary responsibility for overseeing the operations, finance, and development aspects of the Illinois Water Resources Center and Illinois-Indiana Sea Grant.

One full time position is available.

**Location:** Urbana-Champaign  
(Position will be housed at the National Soybean Research Center)

*This is a security-sensitive position. Comprehensive background checks, including but not limited to a criminal conviction information check, a CANTS check, and a review of the Registered Sex Offender list, will be conducted.*

**Specific responsibilities of the Program Manager are as follows:**

**Program Development**

- Assessment of the development and potential of programs, regarding operating effectiveness and fiscal strategy.
- Assist with program development and grant writing on water resources research and management.
- Assist with internal program review to assess grant compliance and implement changes necessary with appropriate staff members.
- Preparing and/or managing progress on annual reports and evaluation materials.
- Assessing and addressing emerging issues and opportunities.

**Program Administration**

- Answer questions and provide operational support to staff, and respond to information requests from stakeholders.
- Work with the Director to ensure timely filling of positions per projected staffing plan. Work with college human resource office in the hiring process.
- Oversee program budgets, including preparation of grant annual budgets, monthly forecasting budgets, and mid-year revisions for grants.
- Serve as the Director’s proxy to approve administrative documents, assist grant PIs, and serve as financial liaison with campus units.
Comply with all Affirmative Action/Equal Employment Opportunity policies and guidelines in all aspects; assist staff with data collection for Affirmative Action, Gender, and Targeted reports.
Perform additional duties to enhance the mission of IWRC/IISG as needed.
To perform the functions of this position, the employee will be required to perform work both within an office and outside in the communities that are served, and must have the capability to travel from one location to the other in a timely fashion. Employee is responsible for securing personal transportation. A valid driver’s license is preferred. Some work will be required during evenings and/or weekends. When working, the employee may be exposed to a variety of environmental factors to include, but not limited to, hot or cold weather, exposure to noise and allergens, and uneven ground. In performing the functions of this position, the employee may be subjected to various mental and physical demands as well to include, but not limited to, independently traveling to and performing work at different locations, lifting and moving items that may occasionally weigh up to forty (40) pounds and frequently weigh up to twenty (20) pounds, and twisting, pushing and pulling movements. More detailed information regarding the functions of this position (including the physical, mental and environmental requirements of the position) may be obtained from Human Resources for the College of Agricultural, Consumer and Environmental Sciences (ACES) by contacting hr@aces.illinois.edu.

ADMINISTRATIVE RELATIONSHIP:
The Program Manager is administratively responsible to the Director of the Illinois Water Resources Center and Illinois-Indiana Sea Grant.

REQUIRED QUALIFICATIONS:
Bachelor’s degree and experience in water science and business management. Proficiency using Microsoft Office Suite programs. Demonstrated ability of facilitating interdisciplinary teams, strong verbal and written communication skills, and comfortable interacting with a variety of people and business models. Excellent organizational and time management skills.

PREFERRED QUALIFICATIONS:
Master’s degree. Skills in database management, project management, and grant writing.

ADDITIONAL INFORMATION:
The position is a full-time, benefits-eligible, non-tenure academic professional position appointed on a 12-month service basis. The expected start date is as soon as possible after the closing date. Salary is commensurate with experience and qualifications. Generous vacation and sick leave. State Universities Retirement System. Group health, dental, vision and life insurance.

APPLICATION PROCEDURE:
To apply, go to http://go.illinois.edu/A1800236. Log in to your account and upload a cover letter and resume, as well as the names and contact information of three professional references. Resume dates must be in month/year format and employment history, at a minimum, should include all work dating back to the completion of your undergraduate degree. Positions that were less than full-time/100% must be noted as being part-time. Transcripts may be requested at a later date. To receive full consideration, all requested application materials must be submitted via the online system by the close date of May 11, 2018.
For further information about the position please contact Anne Silvis at asilvis@illinois.edu. For technical assistance with the online application process, call 217-333-6747 or email jobs@illinois.edu.

The University of Illinois is an Equal Opportunity, Affirmative Action employer. Minorities, women, veterans and individuals with disabilities are encouraged to apply. For more information, visit http://go.illinois.edu/EEO. To learn more about the University’s commitment to diversity, please visit http://www.inclusiveillinois.illinois.edu.