

Arctic Research Consortium of the United States
Project Manager
Position Description

The Arctic Research Consortium of the U.S. (ARCUS) is a 501(c) (3) consortium of 52 universities and institutions concerned with arctic research and education. This position provides professional project management to the programs and projects of ARCUS and reports to the Executive Director. This position is located in Fairbanks, Alaska.

Responsibilities

Senior Project Management

- Directly manage specific programs as assigned and agreed upon
- Coordinate community activities for various arctic planning efforts
- Support and facilitate community activities for programs such as the Study of Environmental Arctic Change (SEARCH: <http://www.arcus.org/search/index.php>), the Bering Ecosystem Study (BEST: <http://www.arcus.org/bering/index.html>), and others
- Coordinate planning, implementation, and follow-up of associated teleconferences, meetings, and workshops
- Draft, iterate, and finalize written communications for a wide variety of purposes
- Note that this position does not entail research work or scientific studies; ARCUS facilitates science planning processes through committee coordination, workshops, and preparation of strategic planning documents

Workshop and Meeting Planning and Implementation

- Assist Organizing Committees and funding agencies with the development of the purpose, goals, and objectives of meetings, in cooperation with other ARCUS staff
- Facilitate all meeting planning activities, including agenda development, participant invitations, announcements, preparation of participant materials, website content, and coordination with logistical preparations
- Manage on-site meeting staffing and support; track discussions and processes during the meeting
- Assist with the development of follow up materials, including meeting notes, action items, products, and post-meeting website content

- Assist coordination of budget issues with Executive Director, Business Manager, and Director of Programs

Publications

- Provide oversight to publication of workshop and meeting proceedings and other publications
- Review schedule for publication submissions, compilation, layout, editing, community review, printing, and distribution
- Edit or review contributions from the research community
- Work iteratively with co-authors and co-editors on publication writing and editing
- Assist with the preparation of the program science plans
- Write articles for the newsletter and other publications

Other Duties as Assigned

Qualifications

Skills

- Excellent record of writing and editing in a professional context
- Excellent organizational skills
- Attention to detail
- Excellent project planning and task management
- Proficient with standard word processing software
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Abilities

- Maintain an overview of complex and interrelated issues and attend to the details of each; tracking all tasks and action items
- Design work plans for difficult and complex projects and see through to completion

- Manage high-level advisory groups or committees while working cooperatively with members of the community, funding agencies, and ARCUS staff
- Synthesize information from a variety of sources into an integrated and compelling written presentation
- Edit and write material relevant to a broad audience

Employee is Expected To

- Acquire and maintain an understanding of ARCUS activities and operations
- Work closely and cooperatively with others
- Work overtime when needed
- Travel three to five times per year

Education and Experience

- Sufficient to perform effectively the responsibilities of the position and to have acquired the necessary knowledge, skills, and abilities
- Background in science helpful

ARCUS offers a highly competitive benefit package including health/dental insurance, retirement plan, 12 paid holidays, and paid time off.

Salary: \$60,000 – 75,000 depending on experience.

Qualified applicants are considered for employment without regard to age, race, color, religion, sex, national origin, sexual orientation, disability, or veteran status. If you need assistance or an accommodation during the application process because of a disability, it is available upon request. ARCUS is pleased to provide such assistance, and no applicant will be penalized as a result of such a request.

No phone calls will be accepted. No relocation assistance.

Please submit application materials to:

Susan E. Fox
Executive Director
Arctic Research Consortium of the U.S.
3535 College Road, Suite 101
Fairbanks, AK 99709
fox@arcus.org

