

POSITION ANNOUNCEMENT

POSITION TITLE: Research Project Manager

KU TITLE: Research Project Manager

APPLICATION DEADLINE: Review begins May 2, 2022, and will continue until a qualified pool of candidates is received.

TENTATIVE START DATE: May 16, 2022, exact start date is negotiable.

ADVERTISED SALARY RANGE: Salary is commensurate with qualifications and experience.

POSITION OVERVIEW:

Provide dynamic project management and perform technical tasks to enable the Kansas Geological Survey's (KGS) Energy Program to reach sponsored project contract targets in fields such as Carbon Capture/Use/Storage, Hydrogen/Energy Storage, Critical Minerals, and Abandoned Wells. This includes effective management of intramural and extramural relationships, data acquisition, reporting, and team collaboration. Support monitoring activities and compliance reporting for federally sponsored studies. For more about the KGS, visit <https://www.kgs.ku.edu>.

RESPONSIBILITIES:

60% Project Management

- Manage project execution to meet deadlines
- Provide guidance/direction to the different parties and entities involved in projects
- Manage project budgets and track project progress
- Develop reports and publications, assemble information, and schedule tasks to meet deadlines
 - Assemble information from relevant parties to aid contract reporting and procurement of state and federal authorizations and permits
 - Direct interface with professionals, regulatory partners, and external organizations to develop and maintain effective project relationships and opportunities
 - Manage schedule and submit documents to contract agency under regulatory guidelines
 - Coordinate data processing efforts and evaluate meaningfulness of methods and planning techniques to optimize team performance and meet project objectives
 - Review and select vendors to generate effective delivery of services within budget
 - Extract key information from reports for public dissemination
- Generate tailored bibliographies and summaries on selected topics to assist research and manuscript/report preparation
- Train and/or supervise students and research personnel as needed

25% Coordinate Research Collaborations, Proposal Development

- Explore and facilitate development of ideas for new research proposals
- Collaboratively author research proposals with KGS PIs
- Investigate background on initiative(s), aid discussion, and seek consensus to move forward
- Network with stakeholders and set meetings to develop proposals

- Develop position papers, presentations, and web content to share research data and findings
- Organize and interact with collaborating scientists to respond to funding opportunities

15% Broader KGS Collaboration and Professional Development

- Collaborate with other KGS personnel on research and service programs
- Represent KGS at professional events
- Serve on KGS committees
- Attend workshops and courses in leadership, grants and contracts administration, project management, software, etc.

POSITION REQUIREMENTS:

1. Ability and willingness to travel up to three weeks per year to participate in meetings and other project-related activities.

REQUIRED QUALIFICATIONS:

1. M.S. degree in science, engineering, or related field
2. Minimum 10 years of experience as project coordinator in an earth science or related field (by time of appointment)
3. Demonstrated project management experience including: ability to follow direction, work independently in a multi-disciplinary team; ability to complete tasks with minimal supervision; strong organizational and multitasking skills; excellent written and verbal communication skills.
4. Proficiency in office programs, including Microsoft Office and Adobe Acrobat
5. Demonstrated experience with archiving data and managing confidential information
6. Demonstrated ability to write technical reports
7. Familiarity and working knowledge of the petroleum and environmental industries
8. Demonstrated experience in collaboration with external organizations
9. Experience with underground fluid storage wells and caverns
10. Experience with underground injection control permitting
11. Supervisory experience

PREFERRED QUALIFICATIONS:

1. Ability to effectively participate in and influence project decision making and negotiating
2. Demonstrated ability to learn and ability to work in a proactive and professional demeanor
3. Experience with Kansas geology and local industry
4. Proficiency in ArcGIS or related mapping software

APPLICATION PROCEDURE:

Apply online only at <https://employment.ku.edu/staff/21904BR>. Complete the University of Kansas Unclassified Professional Staff profile and upload the required material:

1. Cover letter specifically addressing each required and preferred qualification.
2. Resume.
3. Contact information for three professional work references. Provide a relationship to the references.

Review begins May 2, 2022, and will continue until a qualified pool of applicants is received. For best consideration apply by the review date above.

CONTACT INFORMATION:

For technical questions contact Franek Hasiuk, franek@ku.edu.

For HR questions contact Annette Delaney, adelaney@ku.edu or 785-864-2152

KANSAS GEOLOGICAL SURVEY: The Kansas Geological Survey (KGS) is a research and service division of the University of Kansas that investigates and provides information about the state's geologic and groundwater resources. The KGS has no regulatory authority and does not take positions on natural resource issues.

KGS scientists pursue research related to surface and subsurface geology, energy resources, groundwater, and environmental hazards. They develop innovative tools and techniques, monitor earthquakes and groundwater levels, investigate water-quality concerns, and map the state's surface geology. Their analyses, findings, and data are shared with the scientific community and general public through publications, online resources, and presentations. The KGS also houses thousands of oil and gas and water well records filed with the state over several decades as well as thousands of rock cores and cuttings brought to Earth's surface during oil and gas drilling.

The main headquarters of the KGS is in Lawrence on the west campus of the [University of Kansas](#), and the [KGS Well Sample Library](#) is in Wichita. Between the two locations, the KGS has a staff of approximately 115 employees, including 35 student employees. The KGS reports to the [Vice Chancellor for Research](#) at the University of Kansas and has a 12-member [advisory council](#) to provide review and guidance.

[More...](#)

LAWRENCE: A city of approximately 95,000, Lawrence is located on a rolling landscape 35 miles west of the major metropolitan area of Kansas City and 20 miles east of Topeka, the state capital. Home to [Haskell Indian Nations University](#) (<http://www.haskell.edu>) as well as KU, Lawrence offers the cultural and athletic events of a university setting. For more information on Lawrence, please visit the [Lawrence Convention and Visitors Bureau](#) (<http://www.visitlawrence.com>), the [Lawrence CyberVillage](#) (<http://www.ci.lawrence.ks.us>), or the [City of Lawrence](#) (<http://www.lawrenceks.org>) web pages.

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