

**Program/Project Coordinator
Kansas State University**

Direct Link: <https://www.AcademicKeys.com/r?job=184799>

Downloaded On: Jun. 27, 2022 9:59am

Posted May 2, 2022, set to expire Aug. 25, 2022

Job Title	Program/Project Coordinator
Department	Plant Pathology's Wheat Genetic Resource Center
Institution	Kansas State University Manhattan, Kansas
Date Posted	May 2, 2022
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Director/Manager
Academic Field(s)	Agronomy/Plant & Soil Sciences Economics Plant Genetics
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Job Description

Program/Project Coordinator

Department: 3670010110 Plant Pathology

Job no: 512608

Employment type: Staff Full Time (Unclassified - Term)

Location: Manhattan, Kansas

Categories: Administrative / Professional, Agriculture, Office / Clerical, Student Affairs / Services, Plant Sciences

Pay Grade: 08A

About This Role:

The Department of Plant Pathology's Wheat Genetic Resource Center is seeking a full-time Project

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Coordinator to support projects in wheat genetics, breeding and wheat-pathogen interaction. The Wheat Genetic Resource Center is involved in multiple projects funded by federal agencies and private foundations and this position will be pivotal in their coordination and overall success.

The Project Coordinator will:

- * Monitor and coordinate the initiation, progress, and completion of specific project tasks and objectives
- * Schedule and organize project meetings with participating teams and collaborators
- * Compile meeting summaries and progress reports from participating teams
- * Contribute to the preparation of materials and reports related to project activities for social media, granting agencies and stakeholders
- * Oversee and coordinate germplasm, sample and data exchange between participating partners including preparation of samples and germplasm for shipment
- * Obtain necessary shipping permits for samples
- * Monitor and coordinate deposition of project outputs to publicly accessible data, material and germplasm repository
- * Coordinate preparation of material transfer agreements for distribution of project outputs to other parties
- * Maintain inventory of supplies and equipment and coordinate repairs or replacements
- * Manage personnel and graduate student recruitment efforts and post-hiring training
- * Support personnel introduction and integration into project activities
- * Maintain records of personnel training to comply with policies and requirements of federal agencies and the university

For details about the position please contact

[url=https://apptrkr.com/get_redirect.php?id=3036395&targetURL=http://www.plantpath.k-state.edu/people/faculty/akhunov/index.html]Eduard Akhunov

([url=https://apptrkr.com/get_redirect.php?id=3036395&targetURL=mailto:eakhunov@ksu.edu]eakhunov@ksu.edu)

Why Join Us:

Kansas State University offers a comprehensive benefits package that includes health insurance, life insurance, retirement plans, paid time off - vacation, sick, and holidays. To see what benefits are available, please visit: [url=https://apptrkr.com/get_redirect.php?id=3036395&targetURL=https://www.k-state.edu/hcs/benefits/overview/]https://www.k-state.edu/hcs/benefits

We Support Diversity and Inclusion:

Kansas State University embraces diversity and inclusion. The university actively seeks individuals who foster a collegial environment and cooperative interactions with coworkers, students, and others. The University is dedicated to promoting the

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[url=https://apptrkr.com/get_redirect.php?id=3036395&targetURL=https://www.k-state.edu/about/community.html" rel="noopener noreferrer]Principles of Community.

What You'll Need to Succeed:

Minimum Qualifications:

- * Bachelor's degree -OR- an educational equivalency as determined by hiring manager
- * Excellent written and verbal communication skills

Preferred Qualifications:

- * M.S. degree in Agronomy, Agricultural Economics, Genetics, Biology or other related fields.
- * Highly organized, efficient and detail-oriented
- * Flexible and adaptable to changing, fast-paced environment
- * Resourceful and adept problem-solver
- * Understanding of program administration and project coordination
- * Ability to work collaboratively in a dynamic, multicultural setting
- * Ability to work on complex, multifaceted projects

Other Requirements:

- * Applicants must be currently authorized to work in the United States at the time of employment

How to Apply:

Please submit the following documents:

- * Resume
- * Cover letter
- * Contact information for three professional references

Screening of Applications Begins:

Immediately and continues until position is filled. For best consideration, apply by April 10, 2022 and will continue until position is filled.

Anticipated Hiring Salary Range:

\$40,000 - \$52,000 (\$19.23 - \$25.00 per hour)

Equal Employment Opportunity:

Kansas State University is an Equal Opportunity Employer. All applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender, gender identity,

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age, national origin, disability or status as a protected veteran.

Background Screening Statement:

In connection with your application for employment, Kansas State University will procure a Background Screen on you as part of the process of considering your candidacy as an employee.

Advertised: Mar 22, 2022

Application Closes: Open until filled

To apply, visit [url=https://apptrkr.com/3036395]https://careers.k-state.edu/cw/en-us/job/512608/programproject-coordinator

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

Plant Pathology's Wheat Genetic Resource Center
Kansas State University