NRRI Researcher and Strategic Project Manager
University Title: Coordinator (9354)
Position Number 286313

Background:
The Natural Resources Research Institute (NRRI) at the University of Minnesota Duluth is an applied research organization whose charter is "to foster the development of Minnesota's natural resources in an environmentally sound manner to promote private sector employment". As a key asset to the University of Minnesota system, NRRI engages in collaborative, applied research to deliver excellence in science, engineering and economic analysis in support of natural resource use and management decisions.

Position Description:
This position will be part of the Natural Resources Research Institute (NRRI) central administration group and will be located at the Duluth Miller Trunk Highway facility. Regional travel will be required. The position will initially report directly to the NRRI Executive Director and will interface closely with NRRI research, information, and financial managers and work with University departments, public and private sector groups, legislatures, governmental agencies and industry. The position will have both direct and indirect supervisory responsibilities.

This is a transitional two-part position; a researcher position and a strategic project manager position. Time assignments will vary with relative workloads but are expected to vary between 30% and 70% for a total 100% FTE position. The researcher position is equivalent to a senior researcher with the requisite training and experience. The strategic project manager is an administrative position responsible to for handling complex projects with an understanding of applicable business systems and industry requirements. This position will also manage strategic project deliverables and timelines.

Job Duties:
Specific duties will be listed under the functional headings.

NRRI Researcher (30% - 49%)
   a. Assist in development and execution of research programs with NRRI Principal Investigator(s)
   b. Write the appropriate reports, provide training, etc. as directed by NRRI Principal Investigator(s)
   c. Manages projects and functions as directed by NRRI Principal Investigator(s)

Strategic Project Manager (70% - 51%)
   a. Develops and implements Institute project management processes; co-lead or resource project teams as appropriate.
   b. Leads project planning and manages organization and communication of results of project team(s).
   c. Adapts project plan and priorities to address resource and operational challenges.
   d. Works closely with multidisciplinary team to coordinate critical path activities that are timely and accurate and in the best interest of the program and University.
   e. Provides strong experience in project management and implementation.
   f. Utilizes experience with marketing and sales to understand customer insights and align project goals.

Operational Role
Creates, documents and modifies practices and procedures to improve efficiency and quality; searches for better ways to effectively achieve end results by, for example, scheduling work steps, arranging/ re-arranging the way work is generally performed, and adding or deleting elements of processes as necessary.

Scope of Measurable Impact
Actions tend to affect a department or critical project outcomes; performance results tend to relate to efficiency, degree of waste/cost overruns, quality/continuous improvement, timeliness, and resource allocation/effectiveness.

Independence and Decision-Making
Mostly works independently according to standard operating procedures (may develop some processes/procedures); generally responsible for keeping processes moving in a productive direction, and will look for supervisory approvals when changes to process steps are considered and when additional resources for task completion are required.

**Complexity and Problem Solving**

Problems are increasingly difficult to identify and are sufficiently difficult that they cannot be solved using existing practices and procedures; may have to respond/adapt to changing conditions or circumstances, requiring creativity and the development of new approaches when resolving issues.

**Required Qualifications**

- BA/BS with at least 8 years of experience
- 8 years demonstrated experience in project management - simultaneously managing multiple, significant, multidisciplinary projects
- Detail-oriented, self-motivated, strong organizational skills
- Able to make decisions consistent with organizational mission, but also able to engage for direction in unclear situations
- Excellent interpersonal skills; demonstrated ability to lead by influence, contribute as leader and/or collaborator; able to build networks and multidisciplinary team relationships
- Excellent written communication skills; demonstrated skills in technical writing, editing and organization of data
- Demonstrated ability to lead strategic thinking
- Demonstrated ability to collaborate as part of research effort, working under PI to execute research programs, write reports, train, mentor and manage direct reports and manage project budgets

**Preferred Qualifications**

- Master’s degree in science, engineering, business management or related field
- 10 years experience in industry and/or business
- 5 years experience in ecological characterization and ecosystem remediation
- Intellectual property management experience
- Marketing experience
- Experience in identification of grants and grant writing
- Demonstration of clear verbal communication skills in the English language

**Supervision**

Has direct and indirect authority to hire, transfer, promote, discharge, suspend, assign work, reward, discipline, and direct the work of both full-time and part-time University employees.