APPLICATION OF PROFESSIONAL VACANCY

Applications are invited for consideration to the following position:

State University of New York at Binghamton
Department/Location: Industry/University Cooperative
Research Center for Energy-Efficient Electronic Systems
Salary Grade: E5
Salary Range: $23,660

Appointment Title: Administrative Staff Associate
Local Title: Program Manager
Salary Range: $23,660

Duties:
- See Attached

Qualifications:
- See Attached

Special Notes:
- Part-time - 50% FTE - Calendar Year

Persons interested in the above position should submit a resume along with a letter of application, to:

Name: Marilyn Angelo, Assistant Director
Department: The Small Scale Systems Integration and Packaging Center
Address: Binghamton University, P.O. Box 6000
Binghamton, NY 13902-6000
mangelo@binghamton.edu

Closing Date for Receipt of Applications: 10/6/2011

WE ARE AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER
Personnel are chosen on the basis of ability without regard to Race, Color, Religion, Sex, Age, National Origin, Disability or Marital Status, in Accordance with the Federal and State Law.

THE RESEARCH FOUNDATION OF STATE UNIVERSITY OF NEW YORK AT BINGHAMTON

Nov 2003
Program Manager
50% effort Calendar Year
The Center for Energy-Efficient Electronic Systems (E3S)
A National Science Foundation Industry/University Cooperative Research Center (I/UCRC)

The Research Foundation of SUNY at Binghamton University, a private, nonprofit educational corporation that administers externally funded contracts and grants on behalf of the State University of New York, is seeking applications from qualified candidates for the position of Program Manager, at the Industry/University Cooperative Research Center (I/UCRC) for Energy-Efficient Electronic Systems (E3S). E3S brings together government, academia and industry in partnership to develop new protocols for designing and operating energy efficient electronic systems and data centers. This is a part-time, 50% effort Calendar Year position.

Responsibilities: The Program Manager, reporting to the Associate Director of the New York State Center of Excellence in Small Scale Systems Integration and Packaging (S3IP), will be responsible for coordination among all operations for the I/UCRC program. Specific duties include:

- organize biannual, multi-campus Industrial Advisory Board (IAB) meetings;
- maintain positive relationships with IAB, faculty, staff, students, and external evaluator across the center network;
- maintain center databases, records and publications;
- develop annual center budgets and monitor expenditures;
- create financial reports to campus and NSF; compile technical reports and center annual reports;
- complete surveys and reports required by NSF and university administration;
- develop and advise center student leadership council;
- provide administrative assistance to center research projects;
- coordinate center recruiting efforts;
- coordinate promotion of center activities to internal and external audiences;
- attend biannual meetings across partner network and annual National Science Foundation meeting in Washington, DC.
- Other related projects as assigned

Qualifications: Bachelor’s degree in business, engineering or related field. Master’s degree preferred. Successful candidate will have 5 years of progressively more complex experience along with excellent organizational skills. Ability to work independently and handle multiple tasks simultaneously. Strong knowledge of spreadsheets, databases, and content management systems such as OmniUpdate highly desirable. Experience managing large programs with ability to translate complex technical results to a lay audience. Excellent communication and interpersonal skills with ability to work well in a team environment.

Compensation: Salary is $23,000.

Applications: Qualified individuals should submit a resume and a letter of application including a discussion of experiences and accomplishments relevant to the position. A list of three professional references with contact information, must be included. Deadline for application receipt is October 6, 2011.

Marilyn Angelo, mangelo@binghamton.edu
Assistant Director
The Small Scale Systems Integration and Packaging Center
Binghamton University
PO Box 6000
Binghamton, NY 13902-6000

Binghamton University is an equal opportunity/affirmative action employer