

**Senior Program Manager**  
**Stevens Institute of Technology**

Direct Link: <https://www.AcademicKeys.com/r?job=227498>

Downloaded On: May. 9, 2024 6:18am

Posted Dec. 14, 2023, set to expire Jul. 12, 2024

**Job Title** Senior Program Manager

**Department**

**Institution** Stevens Institute of Technology  
Hoboken, New Jersey

**Date Posted** Dec. 14, 2023

**Application Deadline** Open until filled

**Position Start Date** Available immediately

**Job Categories** Director/Manager

**Academic Field(s)** Research

Public Relations/Marketing

Governmental Relations

Financial Planning/Budget Management

**Job Website** [https://stevens.wd5.myworkdayjobs.com/External/job/Hoboken-NJ---Main-Campus/Senior-Program-Manager\\_RQ27614](https://stevens.wd5.myworkdayjobs.com/External/job/Hoboken-NJ---Main-Campus/Senior-Program-Manager_RQ27614)

**Apply By Email**

**Job Description**

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This position offers a highly qualified individual the opportunity to perform in a critical role within the Systems Engineering Research Center (SERC) and Acquisition Innovation Research Center (AIRC) at Stevens Institute of Technology. The Program Manager must have a collaborative personality, excellent communication skills with the ability to convey complex information to a wide audience pool (from students to consultants through senior government leadership), demonstrated experience navigating highly matrixed organizations and cross-Federal teams, ability to manage multiple and

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complex tasks with milestone driven deliverables, and demonstrate strong relationship management capabilities. The selected candidate will also be expected to lead task order pursuits and provide strategic support. Prospective candidates should be in daily commuting distance to Washington, DC.

### **Responsibilities:**

- Responsible for all Program Management and overall performance of a complex Department of Defense education and training program inclusive of related schedules, budgets, and performance (including curriculum development; program deployment and assessment)
- Ensures proper assignment of team members, including Review Team Members; Collaborates with the program management team, team leads, and partners to drive the strategic direction and innovation supporting government customer requirements
- Builds strong client relationships across government and academia
- Facilitates the development of the overall program strategy, technical/management strategy, communications and outreach strategy
- Continually seek ways to improve communications and collaboration across the program team and government sponsor
- Tasks encompass working with key stakeholders including subcontractors to define project scope, strategy and outcomes; create work schedule and milestone plans; track critical paths, dependencies and deliverables; monitor effort reports and track cost-sharing commitments; assist with report preparation and creates/updates project reports
- Ability to take initiative, anticipate obstacles and pro-actively and creatively problem-solve; interpersonal skills and flexibility in dealing with a range of working styles and competing demands

### **Qualifications & Requirements**

- Master's degree from an accredited college or university; or a Bachelor's degree with managerial experience
- 10 or more years of program management experience in leading, managing, training and development programs
- Minimum 5 years of government contract experience
- PMP or equivalent certification preferred
- Possess a high level of initiative, clear communication skills, leadership experience, and a high degree of organization and ability to multi-task

### **ADDITIONAL INFORMATION**

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This position requires access to information that may be subject to export control requirements. As a result, US citizenship or LPR (Lawful Permanent Residence) is required with the ability to maintain a Secret level security clearance.

**Department**

Program Operations SERC

**General Submission Guidelines:**

Please submit an online application to be considered a candidate for any job at Stevens. Please attach a cover letter and resume with each application. Other requirements for consideration may depend on the job.

**Academic Submission Guidelines:**

Please submit:

- Cover letter
- Curriculum vitae
- Research statement
- Teaching statement that includes a) teaching interests, b) teaching philosophy, and c) a plan on how to create an inclusive environment for students of all backgrounds in terms of classroom teaching, student advising, and graduate student mentoring
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Contact info for at least 2-3 references (school-specific; please refer to job posting)

**Still Have Questions?**

If you have any questions regarding your application, please contact [Jobs@Stevens.edu](mailto:Jobs@Stevens.edu).

**EEO Statement:**

Stevens Institute of Technology is an Equal Opportunity Employer. Accordingly, Stevens adheres to an employment policy that prohibits discriminatory practices or harassment against candidates or employees based on legally impermissible factor(s) including, but not necessarily limited to, race, color, religion, creed, sex, national origin, nationality, citizenship status, age, ancestry, marital or domestic partnership or civil union status, familial status, affectional or sexual orientation, gender identity or expression, atypical cellular or blood trait, genetic information, pregnancy or pregnancy-related medical conditions, disability, or any protected military or veteran status.

Stevens is building a diverse faculty, staff, and student body and strongly encourages applications from people of all backgrounds. Stevens is a federal contractor under the Vietnam Era Veterans' Readjustment Assistance Act (VEVRAA) and the Rehabilitation Act of 1973, as well as other federal statutes.

**NSF ADVANCE Institution** Stevens values diversity and seeks candidates who will contribute to a welcoming and inclusive environment for students, faculty, and staff of all backgrounds. We are an NSF ADVANCE institution committed to equitable practices and policies and strongly encourage applications from women, racial and ethnic minority candidates, veterans, and individuals with disabilities.

**Jeanne Clery Disclosure:**

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In accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), the Department of Public Safety is required to publish an annual security report which includes statistics mandated by the Clery Act. Click [here](#) for a copy of this report.

**Contact Information**

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

**Contact**

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