



POSITION DESCRIPTION

1. General Information

Position title	Program Manager
Status	Exempt, 37.5 Hours
Reports to (title)	Director, Sponsored Programs, Diversity and Grants Administration (OSPDGA)
Department	Office of Sponsored Programs, Diversity & Grants Administration (OSPDGA)
Date	12/03/17

2. Primary Function

Manages, develops and implements FASEB Diversity Resources Program Outreach and Data Dissemination efforts and activities sponsored by NIH training grants and research education grants within the FASEB Diversity Resources Program. This position is supported by federal funds and continuing employment is subject to funding availability.

3. Major Duties and Responsibilities

Rank (add more as needed)	Duty/Responsibility	Percentage of time
1	Manages the implementation of the marketing/outreach activities for the FASEB Diversity Resources Program targeting the scientific community, universities/higher learning institutions, undergraduate and graduate students, postdoctoral fellows and early-career scientists to promote and recruit participation in the FASEB Diversity Resources Program activities. Works with Director to select/schedule exhibit/outreach/mentoring activities at FASEB Society scientific meetings. Works with outside vendors to design, develop/create and print program marketing materials. Manages print/electronic advertisements and placement in FASEB societies' journals, newsletters and related media resources. Secures exhibit space contracts, manages display booth shipments. Travels to scientific meetings to staff/manage onsite exhibits/outreach efforts.	20
2	Conducts research and data analyses for federally-funded diversity outreach, mentoring and workforce development projects, creates charts, graphs, data compilations and fact sheets, write and edit reports, papers and articles. Works closely with external program evaluator, Director and Principal Investigator to conduct grant program lifecycle analyses, including the analysis of performance of federally-funded program activities. Responsibilities will include: 1) Analyzing data using statistical techniques, interpreting the results of those analyses, and providing ongoing reports; 2) Acquiring data from primary or secondary data sources and maintaining databases and data systems; 3) Filtering and cleaning data by reviewing computer reports, printouts, and performance indicators to locate and correct code problems; and 4) Working with Director, Principal Investigator and external evaluator to prioritize business and information needs.	50
3	Provides managerial support for FASEB Diversity Program Mentoring Network; Works with Director to help identify and recruit new peer and faculty mentors to the network, and assess/monitor current mentors participation in the mentoring network; Manage the FASEB mentor/mentee matching/mentoring activities for travel award trainees at the scientific meetings (ABRCMS, SACNAS, Experimental Biology, etc.). Provide onsite staffing and logistical support for the FASEB Mentoring Resource Centers at scientific meetings.	25



4	Performs special projects as requested.	5
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Incumbent is expected to perform other duties as assigned by their immediate supervisor in support of the organization's goals and FASEB's needs.

4. Direct Reports

Position titles of direct reports	# in position	# supervised by direct reports	
		Exempt	Non-exempt

5. Knowledge & Skills	Indicate the minimum education level (or equivalent experience) required in your position.		List the skills applicable to your position and indicate the minimum proficiency required: A= Novice; B= Proficient; C=Expert	
	Check those which apply	Subject or major field of study	Skill (Specify equipment/system, e.g., MS Word, Communication Skills, Customer Service)	Minimum Proficiency
	x	High school	Verbal and Written Communication	B
		Prof/technical	Grammar, Spelling, Punctuation	B
	x	College courses (Bachelor's degree preferred, or equivalent combination of education and experience)	Customer Service Skills	B
		Bachelor's degree	Ability to Multi-Task	B
		Master's degree	Organizational Skills	B
	x	Other	Ability to Meet Deadlines	B
			Ability to Prioritize Tasks	B
			MS Excel	B
			MS Word	B
			Internet Web Browsers (Safari/MSIE)	B

6. Key Decisions & Actions	Give two or three examples of decisions you make or actions you may take without prior approval.	Approve program travel awards and travel reimbursements as well as processing payment of exhibit invoices.
	Give two or three examples of decisions you refer to a higher authority.	Travel award dollar amount to set for programs and which meetings OSPDGA will exhibit for the year.



	<p>Indicate any special policies, formal procedures, or precedents that guide your work.</p>	<p>My work is guided by policies and procedures of the OSPDGA federal grants.</p> <p>In addition to FASEB policies which all FASEB employees must follow, most of the work performed in OSPDGA is guided by the Office of Management and Budget's Uniform Grant Guidance which requires nonfederal entities (which receive federal awards) to have written policies and procedures to provide 'reasonable assurance' that the recipient organization (FASEB) is making a good faith attempt to comply with the federal awards/grants. More agency-specific policies also guide the work of OSPDGA: NIH Grants Policy Statement; NSF Proposal and Award Policies and Procedures Guide; NIFA Federal Assistance Policy Guide; and DoD Grant and Agreement Regulations. There are also specific terms and conditions, administrative requirements, eligibility and restrictions included in the Notice of Award and Funding Opportunity Announcements/Program Announcements documents related to FASEB's federally-funded projects.</p>
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7. Working Relationships	Position	Department/Organization	Purpose (What is important is the content of these interactions. Describe what happens as a result of these contacts)
	FASEB Employees	IT, Production, Postal Services, OSMC, Financial Services, Executive Office	Obtains, provides or exchanges information. Gives direction or instructions.
	Society Executive Officers/Staff	Member Societies	Obtains, provides or exchanges information. Gives direction or instructions.
	Members	FASEB Societies and Scientific Community	Obtains, provides or exchanges information. Gives direction or instructions.
	Printer/Publisher	Vendors	Obtains, provides or exchanges information. Gives direction or instructions.
	Board Members/Staff	Member Societies	Obtains, provides or exchanges information. Gives direction or instructions.
	Media (Television, newspaper, magazines, radio)	Various	Explains interprets or provides information and ideas related to advertising programs, upcoming career related services in conjunction with scientific meetings, conferences, seminars or workshops.
	University students, post-docs, faculty, Federal Agency Officials, and other biomedical research organizations	Various	Obtains, provides or exchanges information. Gives direction or instructions.

Edit the following section as needed for your job:



FASEB

Federation of American Societies
for Experimental Biology

8. Working Conditions	<p>This position requires sitting (80%), standing (5%), and walking (15%). Additional physical requirements are as follows:</p> <ul style="list-style-type: none">• Occasionally requires lifting materials of approximately 20 lbs.• Requires computer work involving extensive use of keyboard, mouse and monitor.
	<p>Work Environment/Conditions:</p> <ul style="list-style-type: none">• Dayshift hours primarily• Travel and other work related assignments on weekends are possible.