



## POSITION DESCRIPTION

### 1. General Information

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

### 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<br>(add<br>more as<br>needed) | Duty/Responsibility  | Percentage<br>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                    |



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| 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 <b>minimum</b> education level (or equivalent experience) required in your position.    |  | List the skills applicable to your position and indicate the <b>minimum</b> 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) | Business, Marketing or Communications  | Customer Service Skills  | B                   |
|                       | Bachelor's degree  |  | Ability to Multi-Task  | B                   |
|                       | Master's degree  |  | Organizational Skills  | B                   |
| x                     | Other  | Five to seven years related experience | 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.        |



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|--|--|--|
|  | <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

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