# Project Manager for Bass Connections Team

***Job Description***

This template should be customized based on your team’s needs. It is currently written as a recruitment posting. If you have already identified a project manager, it is still useful to agree on a job description to ensure a common understanding of the project manager’s role. You may, however, delete the qualifications, hours, and application sections of this document.

Important Note: The project manager’s role is to *facilitate* team success and *support* team leaders. Assigning this role to someone should *complement, not replace strong faculty leadership* for the overall direction of the project and mentorship of students. Team leaders are still expected to set the vision for the project, regularly attend team meetings, and mentor and grade students.

## **Position Summary**

This position will provide project management support and thought leadership for the Bass Connections project team, ***\_\_\_\_\_\_\_\_\_\_\_.***

This team, which includes faculty, graduate, and undergraduate students working together, will use X,Y,Z METHODS to ACCOMPLISH X,Y,Z GOALS.

The project manager will report to the faculty project leader.

## **Work Performed**

This list is intended to provide examples of common tasks and is therefore extensive; it is unlikely that any one person can do all of these tasks. Please customize this list to your team’s specific needs.

The project manager will help organize the team and keep the team moving forward by:

* Working with the team to set milestones and a timeline for the project
* Tracking progress towards milestones
* Creating and managing a shared infrastructure for team communications and document sharing
* Scheduling meetings
* Organizing team building activities
* Capturing important notes from meetings and communicating with the team between meetings to ensure progress
* Training students in relevant research methodologies
* Facilitating the engagement of students
* Meeting weekly with the project leaders to discuss team progress and next steps
* Identifying problems in the team’s operations and filter those up accordingly
* Corresponding with external partners (if any)
* Making arrangements for site visits and travel (if any)
* Responding to requests for information from Bass Connections and other campus administrators
* Capturing project outcomes and identifying opportunities to share the team’s work

## **Qualifications**

Depending on your team’s interests, you might state here that this position is limited to graduate students

* Strong organizational and time management skills
* Demonstrated ability to connect with and communicate across a diverse group of faculty, administrators and students
* Background in X,Y,Z TOPICS/METHODS

## **Work Schedule and Compensation**

Compensation will be highly variable based on who the project manager is. For postdocs or staff, this role may be part of their job. For graduate students, pay would generally be hourly, but may be different for PhD students based on the extent of their role. When setting pay, teams must adhere to the university’s [minimum and maximum pay ranges for students](https://financialaid.duke.edu/work-study#duke).

We are seeking a student who can work between X to Y hours a week. This is a temporary, hourly position that will be available from MONTH X to MONTH Y. Hourly compensation will be [state budgeted rate or note if pay will be “commensurate with the candidate’s experience”].

## **Application**

To apply, please send an email with a statement of interest to CONTACT INFO.