Position Description, Special Projects Program Manager

As a result of substantial expansion of its research activities, the National Consortium for the Study of Terrorism and Responses to Terrorism (START) is currently seeking to hire a Program Manager for Special Projects. START is based at the University of Maryland, College Park and involves faculty, researchers, and students from more than 40 institutions around the world. With federal funding from a range of sources, START supports the conduct of original research that applies the theories and methods of social science to the study of the human causes and consequences of terrorism and works to transition findings from this research to a broad community of students, homeland security professionals, and interested members of the public. This Program Manager will actively engage in the shaping, evolution, and review of projects funded by START.

In particular, the Special Projects Program Manager (SPPM) is responsible for: (1) supervising research on terrorism-related projects and ensuring milestones and deliverables meet quality and schedule specifications; (2) managing financial and personnel resources; (3) developing new grants and contracts; and 4) assisting in the transitioning of research results to stakeholders and the homeland security enterprise. This position combines substantive research tasks (i.e. research design, theory development, theory testing, data coding and analysis) with extensive sponsored research administration (i.e. pre-award proposal preparation, post-award management and subaward recipient monitoring). The SPPM will work with the Director of Special Projects and Director of Administrative Services to ensure that all research and financial compliance requirements and deliverable deadlines are adequately met, and will serve as the technical and financial point-of-contact for all special projects. The SPPM will also formally present the results and status of projects that have been completed, are in progress, and are in development to a range of audiences, including external sponsors, potential clients, academics, and the general public.

This is a full-time, 12 month position, classified as non-tenured faculty by the university.

Minimum Qualifications:

- Ph.D. in a field related to terrorism studies, preferably in a traditional social-science discipline, such as political science, criminology or psychology.
- Experience in conducting original research related to terrorism, or chemical, biological, radiological and/or nuclear weapons.
- Experience in managing sponsored research projects.
- Very strong communication skills, both written and oral.
Preferences:
- Experience working with U.S. government agencies at the Federal, state, and/or local levels, especially agencies that are part of the homeland security enterprise.
- Demonstrated knowledge of the current state of scholarship on the causes and consequences of terrorism.
- Quantitative and qualitative research skills (mixed-methods research), especially experience in constructing and coding large-sample databases.

In addition, successful applicants will demonstrate an ability to multitask, problem solve, meet competing deadlines, and work as part of a dynamic team.

Salary is commensurate with experience. The successful applicant for this position will be entitled to the full University of Maryland benefits and leave package, as described at http://www.uhr.umd.edu/employment/benefits_summary.cfm.

Applications will be reviewed on a rolling basis. For best consideration, applicants should submit materials by May 13, 2011.

Please note that the University of Maryland, College Park, and START actively subscribe to a policy of equal employment opportunity, and will not discriminate against any employee or applicant because of race, age, gender, color, sexual orientation, physical or mental disability, religion, national origin, or political affiliation. Minorities and women are encouraged to apply.