

Official Title: Project Manager

The Department of Biology is seeking a project manager with a combination of skills including computer or information science, database management, biological collections management, and large-scale project management. Minimum of a MS in Biology, Computer Science or Information Science and experience working in these or related fields is expected. Project management skills via experience or certification are required. Preference will be given to candidates with knowledge of biodiversity informatics, vascular plant classification, herbarium management, Web-interfaces, basic programming, and citizen science. We seek candidates who have demonstrated ability to organize and work with large groups in virtual settings, speak publicly, communicate across a range of disciplines from biology and museum science to information science and computer science, and construct and maintain a web presence using Drupal technologies. Candidates must have working knowledge of current ongoing national efforts involving biodiversity informatics and digitization of collections, including the iDigBio efforts.

Principal duties:

The Project Manager (PM) will work under the supervision of the Director and will work directly with twelve state-level PIs, a Data Manager and five IT collaborators to conduct a four year, \$2.5M project funded by the National Science Foundation. The Project Manager will be working directly with the 12 state leads and with many/most of the 105 herbaria involved in the project. The PM will also work with the information technology collaborators at five institutions (Univ of Arizona, Tulane Univ, Univ of Florida, Adler Museum and the Texas Advanced Computing Center).

Project Manager will maintain the data pipeline and work with the Data Manager to facilitate efforts of the 28 state level hubs. The PM will also serve as webmaster and work with the four web partners to keep lines of communication open across platforms to address structural and maintenance needs. The PM will coordinate with the Georeferencing and the Education and Outreach Teams to move information across groups, via listservs, webinars, discussion forums and other means of social communication. The PM will serve as the Notes from Nature Community Manager. The PM will serve as the interface with the ongoing iDigBio effort.

Additional Information:

Appalachian State University is a member institution of the sixteen-campus University of North Carolina. Located in Boone, North Carolina, the university has approximately 17,000 students, primarily in bachelors and masters programs in both liberal arts and applied fields. Appalachian has both a traditional residential campus and a variety of distance education programs. Additional information about the Biology Department, the university, and the surrounding area is located at <http://www.appstate.edu/>

Appalachian State University is an Affirmative Action/Equal Opportunity Employer. The University does not discriminate in access to its educational programs and activities, or with respect to hiring or the terms and conditions of employment, on the basis of race, color, national

origin, religion, sex, gender identity and expression, political affiliation, age, disability, veteran status, genetic information or sexual orientation.

Individuals with disabilities may request accommodations in the application process by contacting Zack Murrell. An offer of employment to a successful candidate will be conditioned upon the University's receipt of a satisfactory criminal background report. Documentation of identity and employability of the applicant will be required before the hiring process can be finalized.

Department: Biology

Full Time Salary Rate: **Starting salary** \$53,000 ANNUAL (12 months).

Term: This position will end on NOVEMBER 30, 2018, unless an extension is sought and awarded.

Appointment percent: 100%

Anticipated begin date: NOVEMBER 30, 2014

How To Apply:

Applicants must send a complete application consisting of resume or CV and cover letter. Applications should be emailed to:

Zack Murrell

Department of Biology

Appalachian State University

572 Rivers StreetBoone, NC 28608

Email: murrellze@appstate.edu.

The initial review of complete applications will begin November 3rd and will continue until the position is filled.