

California State University, Fresno Foundation

PROJECT MANAGER – CENTRAL CALIFORNIA CENTER FOR EXCELLENCE IN NURSING (CCEN) JOB ANNOUNCEMENT #24-614

POSITION SUMMARY:	<p>Full-time, benefited position with the Central California Center for Excellence in Nursing through the California State University, Fresno Foundation. The Central California Center for Excellence in Nursing (CCEN) is located within the Central California Center for Health and Human Services (CCCHHS), an ancillary unit of California State University, Fresno. The Central California Center for Excellence in Nursing's purpose is to provide strong, innovative, well-focused leadership that joins research, education, and the broadest range of health care resources to train and retain quality nurses to create a healthier Valley. The position is a full-time, exempt, benefited, grant funded position with the California State University, Fresno Foundation.</p>
ESSENTIAL JOB FUNCTIONS:	<p>Under the supervision of the Director and his/her designee, the Project Manager will be responsible for the following duties:</p> <ul style="list-style-type: none"> • Lead grant and contract proposal submissions from start to finish • Serve as a key point of contact for CCEN • Ensure all policies and procedures of California State University, Fresno and California State University, Fresno Foundation are followed • Oversee searches for grant and funding opportunities • Develop, manage, and track Foundation budgets, expenses, quarterly certifications, invoicing, and reimbursed release time agreements. Oversee stateside budget expenses and tracking. • Oversee the tracking of student progression through the program as required by funding agencies • Oversee the development of budgets, budget modifications and contract amendments as needed and/or required • Manage the development of required progress and final reports, including gathering data of School of Nursing programs and student demographics • Oversee tracking and verification of health professional shortage designations and rural designations for undergraduate and graduate clinical sites using the HRSA database • Oversee the review and confirmation of the Typhon Clinical Reporting System to report on student clinical hours and locations • Oversee data collection and analysis • Oversee the review, update, and data collection of student entrance, exit, alumni and employer evaluation surveys • Manage the development of reports based on data collected for grant and School of Nursing programs • Monitor and maintain employment database for undergraduate and graduate nursing programs as required by funders • Manage the tracking of graduates' employment after graduation • Oversee the Verification of graduate employment with local agencies that serve the underserved per grant requirements • Oversee the verification of health profession shortage designations for School of Nursing graduates employment sites using the HRSA database • Serve as a back-up to open and close the office as needed • Oversee coordination of CCEN new hires, additional employment agreements, and transaction forms. • Other duties as assigned

QUALIFICATIONS & EXPERIENCE:	<p><i>To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</i></p> <ul style="list-style-type: none"> • Associate’s degree required. Bachelor’s degree preferred. • Minimum of four (4) year of related experience • Experience with supervised research and/or program administration preferred • Strong experience in program coordination • Excellent organizational skills and analytical problem-solving abilities • Knowledge of grant terminology and processes • Developed skills in conducting systematic literature reviews, retrieving published materials, summarizing individual reports, and synthesizing findings preferred • Implementing surveys • Ability to adapt quickly to changing priorities • Use judgement and discretion to act when precedents do not exist • Demonstrated skills in implementing research on grant required elements including organizing data storage, preparing data for computer entry, performing data entry, and arranging files for analysis • Knowledge and experience in implementing a range of statistical analyses and the ability to appropriately represent data analysis in charts, tables, and figures • Ability to effectively prioritize multiple projects tasks and deliverables • Outstanding oral and written communications skills, including knowledge of English grammar, spelling, and punctuation • Expert level competency and skills utilizing standard office software including Word, Excel, email, and internet, etc. • Ability to learn, independently interpret, and apply a variety of complex policies and procedures and identify deviations from policy • Demonstrated ability to work effectively with faculty, staff, and students form diverse ethnic, cultural, and socio-economic backgrounds • A history of punctuality and positive performance reviews
SALARY/BENEFITS:	\$5,546.67 per month. Benefits include medical, dental, vision, life insurance, 401(k), vacation, sick and holiday pay.
DEADLINE:	Application review begins <u>May 28, 2024</u>. Position will remain open until filled.
TO APPLY:	<p>Please visit the Auxiliary Human Resources page at https://auxiliary.fresnostate.edu/association/hr/employment-opportunities.html for job announcement and application.</p> <p>E-mail completed application & resume to: HRAUX@LISTSERV.csufresno.edu</p>

RESUMES WILL NOT BE ACCEPTED WITHOUT A COMPLETED APPLICATION

California State University, Fresno is a smoke free campus. For more information, please click <http://fresnostate.edu/adminserv/smokefree/index.html>

Employment for this position is by the California State University, Fresno Foundation. This is not a State of California position.

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