

## Position Announcement: Project Manager

**Location:** The work location for this position is on the UA Main Campus in Tucson, Arizona. Travel to other partnering campuses, such as UA South and colleges/universities in Mexico, will be required.

**Close Date:** Open until filled

**Full time/Part time:** Full time, 40 hours per week

**Salary:** \$53,463 - \$63,000

**To apply:** <https://arizona.csod.com/ux/ats/careersite/4/home/requisition/10577?c=arizona>

### Position Summary

The Confluentcenter for Creative Inquiry (CCI) at the University of Arizona is in search of a Project Manager for extended temporary employment. The Program Manager is responsible for overseeing and ensuring the successful completion of programs and activities related to the center's ongoing border storytelling and education project entitled [\*Fronteridades: Nurturing Collaborative Intersections in the U.S.-Mexico Borderlands\*](#). This project is a 30-month grant initiative funded by The Andrew W. Mellon Foundation. The Fronteridades project bridges disciplines, sectors and communities in order to deepen our understanding of the U.S.-Mexico border and to diversify the perspectives and narratives that shape this region. To that end, the Program Manager will oversee specific grant activities such as funding competitions, funding disbursement, assessment and reporting, and ongoing engagement with research teams, students, and community partners.

The Program Manager will be expected to oversee and ensure the successful completion of multiple collaborative programs that comprise the Fronteridades project. This will require working and coordinating with 18 community and campus partners who are leading several of the Fronteridades programs. It will also require planning, coordinating, and overseeing multiple Fronteridades fellowship and internship programs that are based in and implemented by the CCI.

The Program Manager will serve as a liaison and point of contact between the project PI and CCI director, the CCI staff, and the project's community and faculty partners. As such, the responsibilities Program Manager are embedded within the broader goals of the center, and the Program Manager II will ensure that the various sub-programs are on task and meeting project's goals in ways that align with mission of the CCI.

CCI is a campus-wide interdisciplinary research institute that unites the Arts, Humanities, and Social Sciences as a point of intersection for inquiry across all disciplines. CCI facilitates the access and exchange of knowledge between the academy and surrounding communities.

Established in 2011, CCI has created a vibrant coalition of partners beyond UArizona, including NGOs, local and international artists and art collectives, human rights advocates, and a global community of interdisciplinary scholars and cultural practitioners.

Visit the [Confluentcenter for Creative Inquiry](#) to learn more about us.

### Duties & Responsibilities

- Manages project activities and resources, in consultation with the director, staff and collaborating partners.
- Manages, monitors, and ensures the successful completion of programs within the four main focus areas of the Fronteridades project – 1) *Fronteridades Border Scholars*, 2) *Border Arts Collective*, 3) *Migrant and Asylum-Seeker Stories* and 4) *Justice on the Border Institute*.
- Initiates and maintains project communications and documentation. (Includes coordinating meetings and larger project events; tracking decisions and progress and providing follow-up; and documenting project workflows and procedures.)
- Coordinates and develops reports for funding agencies; internal reports, conference, speaker series and lecture series materials and presentations, and collaborates on publications and other dissemination activities.
- Assist with project travel arrangements where needed, and project event planning.
- The Confluentcenter supports the UA's diversity and inclusiveness strategic initiatives designed to create an inclusive environment for all faculty, staff, and students. The candidate is expected to support diversity and inclusiveness efforts in the department and college.
- May require travel.
- Additional duties may be assigned.

### Knowledge, Skills, & Abilities

- Ability to manage and coordinate multiple projects and ongoing operational demands; ability to see projects through to completion.
- Strong management, leadership, and collaboration ability along with a strong public service ethic.
- Ability to work well independently and on a team.
- Excellent planning and organization skills
- Excellent time management skills with the ability to multitask
- Ability to produce professional work independently, on a deadline.
- Excellent attention to detail and critical thinking skills.
- Demonstrated ability to learn new skills.
- Excellent interpersonal and communication skills, both written and verbal.
- Strong intercultural community and interpersonal skills
- Experience working with faculty, staff, community members, and students.

- Ability to work in a highly collaborative and inclusive environment, one that values and leverages the benefits of diverse perspectives.

### Minimum Qualifications

- Bachelor's degree or equivalent advanced learning attained through professional level experience required
- Minimum three-years of relevant experience
- Travel to other partnering campuses, such as UA South and colleges/universities in Mexico, will be required.

### Preferred Qualifications

- Experience with academic and community projects focused on borderlands communities
- Experience coordinating virtual and in-person events
- Experience, knowledge, and skills for public relations in U.S.-Mexico border communities
- The Confluentcenter for Creative Inquiry is committed to the university's Hispanic Serving Institution mission and it continues to expand its engagement and connection efforts to our local and regional communities. The position will involve communications and events coordination with Spanish speaking populations in Arizona, Sonora, Mexico, and other regions. For this reason, a bilingual individual with proficiency in the Spanish language is preferred.

### Diversity Statement

At the University of Arizona, we value our inclusive climate because we know that diversity in experiences and perspectives is vital to advancing innovation, critical thinking, solving complex problems, and creating an inclusive academic community. As a Hispanic-serving institution, we translate these values into action by seeking individuals who have experience and expertise working with diverse students, colleagues, and constituencies. Because we seek a workforce with a wide range of perspectives and experiences, we provide equal employment opportunities to applicants and employees without regard to race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, gender identity, or genetic information. As an Employer of National Service, we also welcome alumni of AmeriCorps, Peace Corps, and other national service programs and others who will help us advance our Inclusive Excellence initiative aimed at creating a university that values student, staff and faculty engagement in addressing issues of diversity and inclusiveness.

### To Apply

Please submit a Resume, a letter of interest (should clearly indicate how your skills and professional employment experience meet the Minimum and the Preferred qualifications (if applicable)), and a writing sample [here](#).

Application: The online application should be completed in its entirety. Blank or missed information may be considered an incomplete submission.

**Questions?** Please contact Yadira Caballero at [yadirac@arizona.edu](mailto:yadirac@arizona.edu) or call (520) 621-5137.