

Posted: 03/23/2023

Minimum Annual Salary: \$40,000.00 DOE

Status: Exempt, Full-time



[The College of Idaho](#) invites a Project Manager to lead a project funded by the National Science Foundation to catalog and digitize seven key components of the O.J. Smith Museum Natural History collection. The Project Manager will be responsible for the day-to-day management of the funded project and oversight of the project team to accomplish the objectives of this three-year grant funded, fixed term position.

The Project Manager will learn and be responsible for instructing staff, interns and volunteers on proper processes and procedures to ensure accuracy and the highest of quality digitized product. This position will develop and manage information technology integration and infrastructure projects, as well as managing the projects budget, time and scope.

Candidates will possess a BS or BA degree in entomology, biology, zoology, botany, paleontology, or other closely related field. They will have demonstrated leadership, as well as previous experience training and supervising a diverse team with varied knowledge. Applicants that possess a MS or MA degree; experience working in natural history, field biology; data management systems, including spreadsheets and databases, are highly desirable.

Candidates must be authorized to work in the United States as of the expected hire date and throughout the date of their employment without sponsorship from The College of Idaho. A current valid driver's license is also required and candidate must be vehicle insurable.

The College of Idaho offers competitive benefits including tuition waiver for dependents, health insurance, retirement plan with employer match after one year of employment, generous paid time off, free access to on-campus fitness centers, and free admission to campus events.

A complete application will include a current résumé, cover letter addressing qualifications for the position and a description of the skills and experience you have that will contribute to your ability to successfully work in a diverse campus community. Please also include the names and contact information of three (3) references (two management and one professional) to hr@collegeofidaho.edu. *Application review will begin immediately* and continue until a suitable candidate is selected.

With over 125 years of history, The College of Idaho is a regional and national leader in higher education. The College of Idaho is an [inclusive community](#) of exceptional learning that challenges the ambitious and forges pathways to success and purpose.

The College of Idaho is proud to be an equal opportunity employer. We are committed to attracting, retaining, and maximizing academic excellence through a diverse and inclusive workforce.