

Position Vacancy Announcement

PROGRAM MANAGER – CANADIAN STUDIES CENTER

College of Arts & Sciences

Position Summary

This position supports the Center in all planning functions such as developing goals and objectives, determining topics for programmatic activities and publications, and administrative management associated with resource allocation and direction of staff. The position also administers the Center events, cultural speakers, business dinners, workshops and symposia. This includes securing outside funding through grants-writing, advocacy and fund-raising, publicity, and execution of the event itself.

This position also collaborates with other universities, economic development agencies, elected officials and executives on projects aimed at strengthening Canada-US-Ohio cultural and economic connections. This entails conducting research and presenting papers at professional academic and private sector conferences, writing articles for the Center and other publications, identifying speakers and target audiences, and cultivating and expanding constituencies.

Essential Duties, Tasks and Responsibilities

- Assist in planning, coordinating, implementation and evaluation of all events and activities of the Center. Oversee development of event documentation materials.
- Oversee proper execution of details associated with organizing and conducting workshops, roundtable, symposia, and other functions.
- Participate in project conception, creation of background reports, development of invitation lists, and follow-up surveys of participants.
- Design, write and edit proceedings from symposia. Edit newsletter and oversee its design, printing and distribution.
- Write summary reports for workshops, roundtables and external funders. Develop and implement strategy to disseminate information to the Canadian Government, the Center Advocacy Committee, program participants, faculty and students.
- Design and write various Center electronic and print promotional materials including fund raising campaign solicitations, brochures, flyers, posters, and invitation letters. Create publications for the web and print media. Oversee web site improvements and suitability for various groups (students, executives, scholars).
- Maintain awareness and knowledge of issues dealing with Canadian politics, the Canadian economy and its interaction with Ohio, and current issues of importance to both Canada and Ohio. Monitor faculty and student interests.
- Write articles, prepare and make presentations. Gather data on Canadian-American economic relations,
- Prepare an annual update of the Canadian-Ohio Cross Border Direct investor Directory. Manage electronic databases associated with Center research and constituencies.
- Plan, develop and implement strategy for grant applications to US and Canadian grant-making institutions and conducted research concerning grant-making institutions.
- Draft grant narratives and budgets.
- Interview, evaluate and recommend graduate student candidates for assistantships in the Center. Manage graduate student employees to include training them on software and research and publication techniques.

- Monitor clerical staff. Provide input regarding performance appraisal.
- Participate in all committee and subcommittee activities of the Canadian Studies Center Advisory Committee.
- Participate in curriculum design and student and faculty recruitment activities.
- Oversee accounts payable and receivable transactions. Authorize purchases up to \$1500. Prepare event budgets and monitor event expenses in conjunction with approved budgets.
- Recommend acquisitions for the Canadian Studies Center and Jerome Libraries.
- Insure smooth functioning of audio-visual equipment, supervise catering arrangements, address needs of speakers, facilitate audience interaction and background material for folders distributed to participants for Center functions.

This list of essential duties and responsibilities is not all-inclusive. The individual will perform other essential duties as assigned.

Knowledge, Skills and Abilities

- A background in Canadian studies, International relations or experience in a cross border business setting is preferred.
- Critical thinking and the ability establish programming, gather data and draft reports to assist the Center's mission of facilitating trade and investment, and build greater awareness of Canada-US relationships.
- Strong oral and written communication ability in a variety of settings.
- Project and personnel management experience.
- Previous experience in conference conception, planning and execution.

Minimum Qualifications

Bachelor's Degree in Business, Social Sciences or related field required, Master's Degree preferred. Also the following administrative experience is required; two years public speaking, event/conference management and working with Microsoft software including, PowerPoint, Excel and Access; and one year experience working with publication software and in project management which includes staff supervision. The successful candidate should also be able to demonstrate evidence of a highly proficient writing ability.

Salary

Full-time administrative staff position available, Grade Level 15. Salary is commensurate with education and experience. Full benefit package available.

To Apply

Submit letter of application, resume, and contact information for three professional references to:

Office of Human Resources (J-61239)
100 College Park Office Building
Bowling Green State University
Bowling Green, OH 43403-0101

(Final candidates will be required to submit official transcript(s) and letters of recommendation.)
Review of applications will begin on October 10, 2008 and continue until position is filled.

Ohio law (OCR 2909.34) requires that if you are selected for an on-campus interview for the position you will be required to complete a Declaration Regarding Material Assistance/Nonassistance to a Terrorist Organization (DMA) form. Information on this form will be provided to you by the hiring department and must be completed PRIOR to your interview. You will find a link to the DMA form as well as additional information from the following web site: <http://www.homelandsecurity.ohio.gov/dma.asp> or on the Office of Human Resources web site at: <http://www.bgsu.edu/offices/ohr>

Bowling Green State University is an Affirmative Action/Equal Opportunity Educator and Employer. We are committed to a multicultural environment and strongly encourage applications from women, minorities, veterans and persons with disabilities.

BGSU hires only individuals authorized to work in the United States. For information regarding BGSU's crime statistics, please visit Public Safety's website at www.bgsu.edu/offices/safety.