

Project Coordinator

Application deadline 8 July 2013

Position to begin immediately upon availability

The nationally recognized Landscape Architecture/Regional and Community Planning Department (LA/RCP) in the College of Architecture, Planning and Design (APDesign) at Kansas State University, Manhattan, Kansas, is seeking qualified candidates with abilities in managing projects and activities related to faculty and student development for three academic programs.

The Department

The faculty and students of the LA/RCP Department value rigorous scholarship, creative inquiry, environmental stewardship, community engagement, and the planning, design and management of human settlement. The Department's MLA and MRCP programs are recognized for their strong preparation of students for professional practice and the MS in Community Development is an innovative online program with worldwide enrollment. Additional information may be found online at www.k-state.edu (university), <http://apdesign.k-state.edu/> (college), <http://apdesign.k-state.edu/larcp/> (department), www.manhattan.org (our community).

Duties and Responsibilities:

We are most interested in candidates with the capacity to coordinate and manage:

- annual events and projects;
- special events (i.e. national meeting hosting, 50th program anniversary, industry sponsored events, etc.);
- production of annual reports and accreditation reports ;
- communication with various constituent groups; and,
- collaboration on special projects in the department.

The Project Coordinator will lead collaborations with faculty and students to stage events and initiate projects; assist faculty in writing and editing grant proposals; and provide support to the department head on special projects. The responsibilities are expected to be varied and will respond to the evolving needs of the academic programs and the Department.

Qualifications:

Applicants must hold a Bachelor's degree in any field. A successful candidate will be self-motivated and demonstrate ability to:

- organize and manage projects.
- write reports.
- make independent decisions.
- multi-task, prioritize and meet deadlines.
- adjust to a constantly evolving work environment.

as well as demonstrate:

- attention to detail, strong interpersonal and teamwork skills.
- proficiency with Microsoft Office software.

Preferred qualifications include proficiency with Adobe Creative Suite software. Knowledge and/or affinity for graphic design is helpful.

Application:

Applicants should submit the following materials – in a single PDF file – via email to lrcpdept@ksu.edu :

Letter of interest

Resume

Examples that demonstrate ability to produce reports, newsletters and/or event materials.

Names of three references (including title, address, telephone number, and e-mail address).

Your application letter should be addressed to:

Jody Fronce

Department of Landscape Architecture/Regional and Community Planning

College of Architecture, Planning and Design, Kansas State University

PH: 785.532.5961 | lrcpdept@ksu.edu

By University policy, a position offer is contingent upon a successful criminal background check.

Kansas State University is an Equal Opportunity/Affirmative Action employer and actively seeks diversity among its employees.