



About This Role: The Program Administrator (PA) will work together with the SIIL Director and Associate Director (AD) and Business Manager in the coordination, communication, and monitoring of sub-award research projects. The PA will be responsible for implementing SIIL's knowledge management and communication strategies. The PA will produce a range of communication materials for internal and external target audiences. The PA will also coordinate SIIL events, scientific meetings, and other activities relevant to the oversight of the SIIL.

The PA will also work in collaboration with the AD to engage in continuous monitoring and evaluation of project implementation against agreed upon deliverables. The PA will work with the Director and AD to meet all reporting requirements for the SIIL project (e.g., indicator reports, semi-annual reports, annual reports, and developing success stories highlighting project outcomes). The PA will develop travel notifications, ensure travel reports are produced and catalogued and prepare requests for any capital purchases. The PA will also manage international trainees using the USAID's Training and Exchanges Automated Management System (TEAMS), as well as coordinate other communications and arrangements for students and visitors to the U.S.

Why Join Us: Kansas State University offers a comprehensive benefits package that includes health insurance, life insurance, retirement plans, paid time off – vacation, sick, and holidays. To see what benefits are available, please visit: <https://www.k-state.edu/hcs/benefits>

We Support Diversity and Inclusion: Kansas State University embraces diversity and inclusion. The university actively seeks individuals who foster a collegial environment and cooperative interactions with coworkers, students, and others. The University is dedicated to promoting the [Principles of Community](#).

What You'll Need to Succeed: **Minimum Qualifications:**

- Requires a bachelor's degree and one year of relevant experience. *This position may use an educational equivalency as determined relevant by a hiring manager.*

Preferred Qualifications:

- Master's degree, preferably in business administration, communication, management, international agriculture, or related field.
- Language proficiency in one or more of our focus countries, ideally, French.
- Ability to be proactive and productive in a fast-paced, international research environment and be able to identify innovative solutions to problems.

- Excellent oral and written communication skills.
- Ability to analyze data and produce a variety of scientific and technical reports.
- Excellent organizational, monitoring and evaluation, and data management skills.
- User skills in office software that includes MS word, excel, PowerPoint, or other word processing and communication platforms and systems.
- Strong commitment to client satisfaction and provision of information and training.
- Commitment to fostering diversity and working with international research teams.
- Experience with communication planning and mass media and knowledge management.
- Experience and/or knowledge of key issues related to sustainable intensification (SI) in an international context.
- Experience in monitoring international research project portfolio.
- Experience using and designing websites, databases, and web based reporting platforms.

Other Requirements:

- *Applicants must be currently authorized to work in the United States at the time of employment*
- *Ability to travel overseas*

How to Apply:

Please submit the following documents:

1. Letter of application
2. Resume
3. Names of 3 professional references that include professional title, telephone number and email address.

Screening of Applications Begins:

Immediately and continues until position is filled. For best consideration, apply by January 5, 2022.

Anticipated Hiring Salary Range:

\$50,000 - \$57,049

Equal Employment Opportunity:

Kansas State University is an Equal Opportunity Employer. All applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender, gender identity, age, national origin, disability or status as a protected veteran.

Background Screening Statement:

In connection with your application for employment, Kansas State University will procure a Background Screen on you as part of the process of considering your candidacy as an employee.

