**University of Maine**

**Job Description**

**Title:** Workforce Augmentation Coordinator; Program Associate II

**Department:** Advanced Structures and Composites Center

**Date:** June 2020

**Reports To:** Operations Manager

**Purpose:** This position will work within multiple large federal research programs to ensure the requisite competencies are available to maintain high quality in these programs and advance the state of the industry. These programs are exploring new and innovative industry applications including large-scale 3D printing, bio-based materials applications, high-performance computing, renewable energy, and critical defense manufacturing. The scopes of work for these projects require highly competent personnel and the Workforce Augmentation Coordinator will develop an in-depth understanding of those competencies by working closely with Program Managers, and curate a steady stream of internal and external talent to meet those Programmatic requirements.

The University of Maine's (UMaine) Advanced Structures and Composites Center (ASCC), a world-leading, interdisciplinary center for research, education, and economic development encompassing material sciences, advanced composite manufacturing including large scale 3D printing, and engineering of composites and structures. The Center is housed in a 100,000 ft2 ISO 17025-accredited testing laboratory with more than 200 full and part time personnel. Since its founding in 1996 with support from the National Science Foundation, the Center has financially supported more than 2,600 students, received 35 patents, created 14 spinoff companies through licensing of patents or trade secrets, and received more than 40 national and global awards for research excellence.  For more information please see the website at: <https://composites.umaine.edu/>

**Essential Duties and Responsibilities:**

* **Scope**
* Coordinates with the COO and Project Managers on all aspects of project-specific workforce augmentation, developing an understanding the unique competencies required to advance the state of the art in industry.
* Quantifies ROI of federal investment decisions in terms of workforce expansion to support program requirements and scopes of work.
* Provides day-to-day coordination of search functions for new positions. Participates in a wide range of activities including coordination and oversight of searches. Prepares reports, recommendations and conclusions of a search.
* Curates list of competencies, skillsets and qualifications required to advance state of the industry and maintains databases of qualified candidates.
* Contributes to Project Quality by continually assessing current workforce and implementing systems to enhance their competencies.
* Develop and implement strategic plans for exceptional talent attraction, personnel growth, diversity, retention and training.
* Enhance student and staff experience by defining measurable learning skills and implementing innovative skills badging or micro-credentials.
* Assists in compliance tasks for those projects with unique security requirements.
* Works with the COO and the University HR Department on personnel/disciplinary matters.
* Serves as the point of contact for the ASCC Employee Advancement Process.
* Serves as the point of contact for graduate student recruitment – yearly coordination with Faculty to send letters to potential graduate students at UMaine and other universities.
* Appointments, reappointments, onboarding and separation for all staff, graduate and undergraduate research assistants, temporary employees and persons of interest.
* Performs other reasonably related duties as assigned.
* **Supervision**
* May supervise classified employees, graduate and undergraduate students; duties to include making hiring/termination decisions and recommendations, approving time off, conducting performance appraisals, and responding to grievances.
	+ **Contacts**
* Communicates with Student Employment, Payroll Office, UMaine academic departments research units, the System Office, UMaine administrative offices.

**Knowledge and Skill Qualifications:**

**Required**

* Bachelor’s degree in Human Resources Management, Business Administration or equivalent combination of education and experience in a related field.
* Minimum of five years of experience in related area.
* Proven excellent customer service, interpersonal, organizational, oral, and written communication skills, strong attention to detail, adaptability to sudden changes in priorities, and demonstrated skill in exercising independent judgment and initiative, demonstrate tact, confidentiality and sensitivity in maintaining and imparting information of a confidential/sensitive nature.
* Demonstrated knowledge of human resource policies and procedures.
* Demonstrated ability to plan, develop and manage multiple projects.
* Proven demonstrated problem-solving skills.
* Demonstrated awareness and appreciation of the need to maintain confidentiality.
* Ability to work independently as a part of a team and to work well under the stress of deadlines with minimum supervision.
* Proficiency using MS Office, Word, Excel and Access, Outlook and other similar software packages and working knowledge of scheduling software.

**Preferred**

* Knowledge of UMaine policies and guidelines.
* Knowledge of PeopleSoft or similar human resources information system.
* Knowledge of FERPA, HIPAA.
* Familiarity with higher education policies and procedures.

**Position Type:** Contingent on funding and successful performance.

**Work Schedule:** Normal University of Maine business hours are Monday through Friday 8:00 am to 4:30 pm. Work outside of regular business hours (to include nights and weekends) will be necessary at times in order to meet the requirements of the position. In consultation with the supervisor the employee will establish regular office hours and adjust work schedule as necessary. **This position is considered Essential Personnel in the ASCC Storm Day Policy.**

**Work Environment:** Work will be performed at the Advanced Structures and Composites Center 100,000 ft2 laboratory with a world-leading team of over 150 faculty, staff and students who conduct contract research with a variety of public and private entities developing the next generation of low-cost, high performance composite materials.

**Schedule for Evaluation:** In the initial six months of employment and annually thereafter in accordance with the UMPSA agreement.

**Salary:** This position is in Salary Band 5, Job Family 11.

All UMS employees are required to comply with applicable policies and procedures, as well as to complete applicable workplace related screenings, and required employee trainings, such as Information Security, Safety Training, Workplace Violence and Sexual Harassment.

Appropriate background checks will be required.