Technical Project Manager

Virginia Tech Applied Research Corporation – Arlington, Virginia, United States

Job Description

Virginia Tech Applied Research Corporation:
The Virginia Tech Applied Research Corporation (VT-ARC) complements the broad and rich research enterprise found at Virginia Tech. VT-ARC forms multi-disciplinary teams to apply innovative solutions to the real-world problems that strain our social, political, industrial, and economic foundations. Specializing in the identification and use of fundamental research, VT-ARC performs contract R&D on larger scale problems and at technology readiness levels beyond those generally addressed by academia. VT-ARC combines significant technical expertise with program management skills to deliver robust solutions on schedule and on budget.

Responsibilities:
The Technical Project Manager serves as VT-ARC’s primary on-site point of contact for support to a major science and technology (S&T) focused organization. Core responsibilities will include: customer coordination; oversight, task management and direct support to S&T focused projects, which provide situational awareness on emerging S&T innovation, research collaborator networks and science indicators to decision makers.

Required Education, Certifications, Skills, Capabilities:
- Bachelor’s degree in scientific discipline.
- Experience programming in R, Java or Python.
- Database design experience.
- Must be a U.S. citizen willing and able to hold a U.S. security clearance.
- Strong customer service skills. Demonstrated ability to engage with customer and solicit requirements.
- Dependability, flexibility, and the ability to rapidly and effectively respond to unanticipated changes and needs.
- Strong interpersonal and teambuilding skills.
- Strong verbal and written communications skills. Ability to communicate effectively to both internal and external stakeholders.
- Ability to routinely prioritize tasks to meet both internal and external customer needs.
- Attention to detail and strong organizational skills.
Demonstrated ability to work as a team contributor with a mission focus and emphasis on service, integrity, and excellence.

**Desired Education, Certifications, Skills, Capabilities:**

- Master’s degree or Ph.D. preferred.
- Active security clearance preferred. Must be able to obtain TS/SCI.
- Proven/referenceable history of demonstrating a high level of professionalism

**Duties**

The duties of this position shall include, but are not necessarily limited to (and not listed in priority order):

- Reports to the Information Sciences Division Lead.
- Manages projects related to S&T organizational growth and development strategy and planning including strategic partnering.
- Manages and participates in data collection, organization, analysis and synthesis to develop science indicators.
- Works jointly with cross-functional info-science teams to identify information gaps, collect and organize key elements of information.

**Primary Work Location:** Arlington, Virginia – this position does not qualify for long-term mobile/remote work or telework.

**Special Work Conditions:** Possible travel to other CONUS locations.

**Security:** U.S. citizenship required. At least Secret Clearance (active) strongly preferred. Must have the ability to obtain a U.S. TS/SCI clearance if not currently cleared.

*Virginia Tech Applied Research Corporation is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, military status, gender, religion, age, or disability.*

Apply to: [Virginia Tech Applied Research Corporation](http://www.vtarc.com)