



Nebraska Research Enterprise Apprenticeship Program Project Management Office Apprentice

- ✓ *Do you have an interest in helping others achieve their goals?*
- ✓ *Do you enjoy solving problems?*
- ✓ *Are you process-oriented and highly organized?*

The Research Project Management Office (PMO) collaborates across Office of Research and Innovation (ORI) offices in combination with faculty, staff, and administrators to strengthen the success of large-scale, complex, and translational research projects at UNL. The PMO supports multifaceted teams managing intricate projects from proposal development through project execution, allowing scholars to focus on the research.

Responsibilities

The PMO apprentices will contribute valuable organization expertise to UNL's research enterprise while learning skills that enhance their competitiveness for excelling in the field of project management or research administration. Apprentices will collaborate with seasoned professionals to ensure project key deliverables and milestones are met within schedule, prepare budgetary documents, combine components of grant proposals, and ensure compliance with sponsor guidelines.

Qualifications

Competitive applicants will have completed sophomore-level courses or higher and will be available to work in-person 15 to 20 hours per week throughout the academic year during standard office hours (8am-5pm Monday through Friday). Summer hours may be available. A two-year commitment is required.

Applicants must be:

- Team spirit and the ability to work with a group of diverse people
- Have an academic level of written and verbal communication skills
- Solid organizational skills including attention to detail, research, and multitasking skills
- Strong interpersonal skills to actively listen, communicate in ways that foster trust and show flexibility

The Project Management apprentice must be comfortable receiving and implementing feedback.

Benefits

This is an excellent opportunity for students to embark on a career in grant/research project management. Students will receive training that provides them with highly marketable skills, including:

- Ability to gather and analyze scientific and scholarly information from diverse sources and organize the information to support project goals.
- Interpersonal communication, enhanced professional networks, and ability to manage complex relationships in a professional environment.
- Critical thinking and problem-solving abilities.
- Experience working in a deadline-driven environment.

NREAP Apprentices will earn \$19.00 per hour in their first year with the possibility of a performance-based raise for the second year.