

Literacy Project Manager Marian University

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Posted Apr. 24, 2023, set to expire Dec. 15, 2023

Job Title	Literacy Project Manager
Department	Strategic Development Administration
Institution	Marian University Indianapolis, Indiana
Date Posted	Apr. 24, 2023
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Reading/Developmental Education
Job Website	https://marian.peopleadmin.com/postings/2286

Apply By Email

Job Description

As part of a diverse community of faculty and staff who represent many faith systems and worldviews Marian University's Center for Vibrant Schools is seeking professionals to implement the Literacy Project Manager with the Indiana Literacy Cadre. The Literacy Project Manager is a member of the Project Management Team and will oversee efforts for recruitment, training, and implementation aligned to science of reading research with the Indiana Literacy Cadre. The Project Manager must review all subcontract deliverables to ensure quality of all key deliverables.

Responsibilities:

- Actively engage the Catholic Franciscan mission and identity of Marian University by modeling the Franciscan Sponsorship Values, honoring the legacy of the founding congregation, promoting unity in diversity, and integrating the Catholic Franciscan intellectual traditions in courses, programs, and services;

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- Attend all required meetings;
- Maintain expertise in the Science of Reading;
- Provide oversight of all project deadlines and deliverables;
- Provide oversight of all program staff and subcontractors;
- Develop good relationships with all stakeholders involved in the project;
- Review all literacy coach feedback;
- Monitor literacy implementation and act on data;
- Coach, mentor, and support the training support specialists on the science of reading;
- Perform other tasks as specified by Project Management Team;
- Ensure compliance with organizational standards and procedures;
- Follow the guidance and direction of supervisor(s); and
- Other duties, including special projects, as required or assigned.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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