

# LEARN Program Manager

## Posting Details

<b>Salary Range</b>	Dependent on Qualifications
<b>Pay Basis</b>	Monthly
<b>Position Status</b>	Regular full-time
<b>Location</b>	DFW Area
<b>Job Summary</b>	<p>The Lonestar Education And Research Network (LEARN) is a consortium of 40 organizations throughout Texas that includes public and private institutions of higher education, community colleges, the National Weather Service, and K-12 public schools. The consortium, organized as a 501(c)3, connects these organizations, and over 500 affiliated organizations, together with high performance optical network services to support their research, education, healthcare and public service missions. LEARN also provides connectivity to a global research network through Internet2 and other networks, and commercial Internet services (CIS) to its members.</p> <p>LEARN is seeking a motivated and adaptable individual to support our executive management team. The candidate will report to the President &amp; CEO and work as a team with LEARN's Chief Technology Officer (CTO) and Chief Financial Officer (CFO)</p> <p>The ideal candidate must be a self-starter, results oriented and a team player. This position will serve as an administrator and support the daily administrative functions for LEARN's President and CEO and its executive management team. This position will serve as the "glue"; assuring that various activities at LEARN are coherent and connected seamlessly, while supporting the executive management team and the larger LEARN community.</p> <p>Position Location: This position requires the candidate to currently operate from a home office in a virtual office environment and/or a designated office in the DFW area.</p> <p>Travel Requirements: Travel to locations throughout Texas and some national travel, as required.</p>
<b>Minimum Education and Experience</b>	<p>Bachelor's degree in business, administration, management, or related field.</p> <p>Five years of directly related experience in a support role. Combination of education and experience to equal nine years will be considered.</p>
<b>Preferred Education and Experience</b>	<p>Master's degree in business, administration, management or related field preferred.</p> <ul style="list-style-type: none"> <li>- Experience working in or with nonprofit, education, healthcare, or other public entities.</li> <li>- Experience in supporting senior leaders and working in a dynamic and fast paced environment.</li> <li>- Experience at working both independently and in a team-oriented, collaborative environment.</li> </ul>

	<ul style="list-style-type: none"> <li>- Proficiency in MS Office skills including, Excel, Word, and Power Point.</li> <li>- Experience in telecommunications and/or a working knowledge of the networking field highly desirable.</li> </ul>
<b>Essential Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>- Supporting the CEO in day-to-day activities.</li> <li>- Assist LEARN staff with preparing responses to RFPs and Form 470s.</li> <li>- Responsible for coordinating multiple tasks or projects that are quickly moving and ensure the necessary follow-up has been done.</li> <li>- Assist with all forms of communication with LEARN staff, members, stakeholders, collaborators and potential customers.</li> <li>- Research and remain current on federal and state grant opportunities and programs such as E-Rate and the HealthCare Connect Fund. Coordinate and develop state and federal grant opportunities.</li> <li>- Follow and remain current with federal programs such as E-Rate and the HealthCare Connect Fund.</li> <li>- Coordinate and support the E-Rate process with all of LEARN's staff and outside partners.</li> <li>- Coordinate and manage consultants, students, and interns, as necessary.</li> <li>- Represent the LEARN executive management team at various events and meetings as necessary.</li> <li>- Other duties as assigned.</li> </ul> <p>This individual will work in a small team environment, but will have significant interaction with network and service providers, members ranging from K12, public and private higher education, other regional and national networks, content providers, and application providers. This role is one that requires team leadership, business intelligence, relationship management skills, and strong communication and presentation skills.</p>
<b>Important Message</b>	<ol style="list-style-type: none"> <li>1) LEARN is an equal opportunity/affirmative action employer.</li> <li>2) All employees serve as a representative of the LEARN and are expected to display respect, civility, professional courtesy, consideration of others and discretion in all interactions with members of our community and the general public.</li> </ol>

Please send your cover letter and resume to [jobs@tx-learn.net](mailto:jobs@tx-learn.net) for consideration.