

Office Management with Research Office Management Duties (2024)

About the Company

Bowman Performance Consulting (BPC, <https://bpcwi.com/>) is an award winning Native American and woman-owned consulting firm based in Shawano, Wisconsin. BPC provides services across sectors (public, Tribal, non-profit, and private) to serve a national clientele on a wide variety of projects in the areas of education, health/human services, and workforce/economic development. BPC often serves as subject matter experts on national and international policy, research, and evaluation studies and initiatives. This makes BPC a fast-paced, technology-centered, and academic work environment. BPC is committed to bringing together diverse partnerships to make the world a better place to live and thrive in. Social justice is at the heart of our mission and empowering others, including our employees, is critical to the success of BPC's work internally and out in the communities we serve.

Summary of Position

BPC is seeking a highly dependable and dynamic **Office Manager with Research Office Management Duties** to oversee BPC's day-to-day logistics and scheduling, operational office duties, and provide high-level administrative support to the President of BPC. This position is also part of BPC's leadership team and works closely with BPC's scientific and operational staff and consultants, who help manage projects and contribute direct services to BPC's research, evaluation, and training clientele. Program management involves leading the management of day-to-day research, evaluation, and other studies or projects that scientific staff are assigned to. **Program management** is for experienced and high functioning personnel because it requires complex, time sensitive, processing, and organization of information, concurrent tasks and deliverable across 3 – 10 staff assigned to a project. Common sense, ability to do complex scheduling, use of project management software, manage multiple short- and longer-term deadlines, and all other operational, administrative, and scientific support for the project as assigned by the project's Primary Investigator and BPC's President are required of this senior position at BPC. **Research office management duties** include contractual, financial, human resource, technology, and other follow up as required by BPC's senior staff (President, Business Manager) and per the law or insurance requirements (American Family Insurance, WI Dept of Workforce Development, IRS, and other state, federal, international, and Tribal government or other agencies). Therefore, this position requires technical skills to collaborate with BPC staff, vendors, clients, and consultants to support a wide portfolio of projects, initiatives, and publications. With dual roles serving as the liaison between the internal and external needs of BPC, this position is central to the operations, project communications, and effective service delivery. The person in this position must be grounded in high ethical, cultural, legal, and professional standards. Also, able to independently manage across multiple projects and deadlines that change daily is critical for success. Therefore, a combination of administrative, technology, research and project/office management skills and successful/proven experience is required for this position. This position must be able to work with senior administration and scientific staff to manage multiple deadlines, partners, vendors, and clients that BPC is responsible for serving in WI, the USA, and globally.

Qualifications

Required:

- Bachelor's degree, plus 3-5 years of successful office management experience in fast-paced research, technical, or educational setting. Certificate in program management with proven/effective experience is highly desired.
- Strong attention to detail, excellent critical thinking skills, and the ability to work both independently and collaboratively.
- Strong business communication skills plus demonstrated technology proficiencies in:
 - Microsoft products (i.e., Office, PowerPoint, Adobe Acrobat, and Outlook),
 - Cloud file management systems (i.e., DropBox, Google Drive, etc.),
 - Online design software (i.e., Survey Monkey),
 - Project management software (i.e., Asana), and
 - Other software or websites used to support research and development efforts from online journal articles or other professional associations.
- Demonstrate excellent interpersonal skills and the ability to interact with a diverse group of constituents (i.e., public policy, elected officials, Tribal Nations, multi-ethnic/racial groups, LGBTQ, low socio-economic status, etc.) from across geographic regions and sectors (i.e., public, private, non-profit, Tribal, and international)

Preferred:

- Graduate degree in education, social science, business or organizational management, or related discipline.
- Coursework and/or experience with applied research evaluation and/or research methods, data collection, literature reviews, and/or instrument design is desired.
- Familiarity with technical/academic writing as it relates to formatting, layouts, editing, and presentation.
- Graphic design and data visualization, audio or video editing, APA editing, and producing documents in digital workspaces is also preferred.

BPC will consider potential candidates with a high school diploma and some post-secondary training if they meet the above qualifications and have a proven performance record.

Duties

1. Provide administrative and office management for BPC activities as needed. (40%)
2. Support executive functioning of BPC President, including scheduling and travel management. (25%)
3. Manage daily operations of BPC physical offices and digital environments, including cloud computing and virtual project management spaces. (20%)
4. Liaise and interface with internal BPC staff and consultants to ensure project requirements are met Ensure proper professional communication with external partners including regular, detailed follow-up. (10%)
5. Provide additional research and project support as needed and training allows, including literature reviews, data collection, research and development to help with quotes, bids, and logistics, technical writing, data visualization, and digital dissemination of research products. (5%)

Benefits

BPC is proud to be an award-winning and family-centered employer in Shawano County with local, state, national, and international influence and impacts. We live our social justice mission to empower others and are a family-friendly workplace striving to keep work/life balance. BPC offers a one-of-a-kind on-the-job training, excellent technology and software supports, and access to some of the nation's best vendors, partners, and consultants in the field of education, research, policy, and evaluation. Formal benefits include: paid time off (i.e., vacation, sick, personal, family, community service, education, etc.); holiday pay; retirement benefit package (with company match); educational training and reimbursement; paid travel and advancement based on performance and client/project needs; health reimbursements (e.g., gym, yoga, etc.); and performance bonuses.

Hourly Rate

Starting wage is expected to be \$25-\$35 per hour based on skills, experience, and measurable performance. Regular raises are available based upon co-developed work performance plan. With the right candidate, skill set, and proven performance, the hourly rate is negotiable. This is a full-time position and BPC would consider 3-4 days a week to start. BPC will work with the successful candidate to offer transition time. This is a full-time position at BPC's offices located on 715 East Green Bay Street in Shawano WI.

Start Date

2024 (Based on BPC's growing and changing portfolio; this position open until it is filled with the best candidate)

Application Process

Interested applicants should e-mail a resume and cover letter in PDF or Word format to HR Manager at: info@bpcwi.com. Initial screening of applications will begin immediately. Please no direct calls, e-mails, or other contact to BPC or Dr. Nicole Bowman regarding this position.