

Associate Director, Center for Sustainable Transportation Infrastructure (CSTI) and Innovative Resilient Infrastructure Science and Engineering (IRISE) Consortium

Serve as Associate Director of both entities, providing day-to-day program management services and aiding the Director in the overall management of the Center. Work assignments will pertain to the areas listed below.

- Providing advice to the Director in the overall management of the programs.
- Serving as the prime point of contact with the Pennsylvania Department of Transportation on program management/administration issues.
- Coordinating the development of the annual IRISE research program. This entails:
 - Coordinating the preparation of research problem statements
 - Assisting in the preparation of proposals, scopes of work and budgets by various faculty members
 - Managing the process of having draft works scopes reviewed by members
 - Submitting final scopes of work for consideration/approval
- Coordinating the pursuit and management of CSTI research projects. This entails:
 - Working with faculty to identify new project ideas responsive to the needs of PennDOT's engineering districts
 - Reviewing incoming Requests for Qualifications and coordination of responses to them
 - Coordinating project contract document development, including work scopes and budgets
 - Coordinating and participating in monthly CSTI status review meetings with PennDOT representatives, the Director, and Pitt faculty and administrative personnel
- Working with the Department's administrative staff to manage the funds provided by various entities to support both programs.
- Managing the progress reporting process, including gathering information from various faculty Principal Investigators
- Preparing agendas and minutes for IRISE Steering Committee meetings.
- Preparation of the IRISE Annual Report.
- Working with the Director and various other University faculty and staff on the planning and conduct of events, including:
 - CSTI's Annual Transportation Forum
 - The IRISE Annual Meeting
 - The IRISE Annual Brainstorming Session
- Managing the content of the websites of both entities.
- Working with the Director and various faculty, developing presentations for meetings with high level representatives of external organizations and for various professional organization meetings; preparing articles for the Department's newsletter; and preparing draft press releases.
- Working with the Director, various faculty and other organizations, coordinating or assisting with various student activities, including:

- Project site visits
- Displays/presentations at events
- The IRISE scholarship program
- Working with various faculty Principal Investigators and the Pennsylvania Department of Transportation to meet publication requirements and to disseminate reports and post on the CSTI or IRISE website.

If interested please contact Joseph Szczur joe.szczur@pitt.edu or Gary Euler gae13@pitt.edu at IRISE