AI Center of Excellence Manager

Type: Full-Time
Salary: $80,000 per year
Posted: 36 days ago
Application Due: Open Until Filled
Category: IT Manager/Director

Position Number: 977289

Department: Kay Bailey Hutchison Institute

Salary: $80,000

Remote: No

Job Summary/Description

The AI Center of Excellence (COE) Manager leads the strategic development, implementation, and maintenance of artificial intelligence initiatives across the university and in partnership with the community. This role ensures AI-related projects align with strategic goals, monitors terms of AI-related grants, leads assessment of AI projects, and ensures budgets and contracts are maintained.

This role reports to the Director of the Kay Bailey Hutchison Institute and is grant-funded; therefore, continued employment past the funding guidelines is not guaranteed.

Typical Duties/Job Duties

1. Provides oversight and management of all AI-related contracts, including both agreements received by and issued through Angelo State University.
2. Coordinates participation in grant writing, research, and outreach initiatives; organizes guest speakers, workshops, and presentations.
3. Supervises student workers supporting AI COE operations and projects.
4. Collaborates with the Office of Information Technology (IT) to manage licensing, equipment, services, and contract needs related to AI initiatives.
5. Partners with the Data Management Office (DMO) to maintain dashboards, data systems, and reporting functions for the AI COE.
6. Ensures compliance with all applicable state, federal, and private funding requirements and stakeholder guidelines.
7. Oversees budget management and monitors spending for research and non-research funds, ensuring fiscal accountability and appropriate use of grant resources.

Knowledge, Skills and Abilities

Knowledge

- Contract administration, budgeting, and financial tracking for grant-funded programs.
- AI concepts, research applications, and university-level program coordination.
- Compliance requirements for state, federal, and private grants.
- Data management systems, dashboards, and performance reporting.

Skills

- Project management, communication, and stakeholder coordination.
- Budget oversight, problem-solving, and critical thinking.
- Proficiency with Microsoft Office and data visualization tools.
- Leadership, supervision, and collaboration across departments.

Abilities

- Manage multiple projects and deadlines effectively.
- Interpret and apply complex grant and contract requirements.
- Analyze data, evaluate outcomes, and prepare clear reports.
- Build partnerships and foster a collaborative work environment.

Minimum Qualifications

- Bachelor's degree in computer science, information systems, business administration, or a related field.
- At least three years of progressively responsible experience in project or program management, preferably involving technology, research, or grant-funded initiatives.
- Demonstrated experience with budgeting, contract administration, and compliance monitoring.
- Proven ability to collaborate effectively with faculty, staff, and external partners.
- Strong written and verbal communication skills, with the ability to translate complex information for diverse audiences.

Preferred Qualifications

- Master's degree in computer science, information systems, business administration, or a related field.
- Experience in higher education, research administration, or AI-related project management.
- Familiarity with grant writing, reporting, and fiscal oversight for funded projects.
- Experience supervising staff or student workers.

EEO Statement

All qualified applicants will be considered for employment without regard to sex, race, color, national origin, religion, age, disability, protected veteran status, or genetic information.

In compliance with the Americans with Disabilities Act (ADA), Angelo State University is committed to providing reasonable accommodations to ensure equal access to employment opportunities for qualified individuals with disabilities. We are committed to ensuring that a qualified individual with a disability has the same rights and privileges in employment as non-disabled employees. If an accommodation is requested for the job application process, please contact our office at (325) 942-2168 or email us at **hr@angelo.edu**.

Posting Number: S1062P

Open Until Filled: Yes
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