Enterprise Convergence Labs A.I. Program Manager (Internal Candidates Only)

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Position Deleted on 2/18/2026. This position is no longer an active posting on HigherEdJobs.

Type: Full-Time
Salary: Up to $120,000 per year
Posted: 18 days ago
Category: Sponsored Programs, Grants, and Contracts;
Unit: Office of the Provost

Department: Academic Affairs

Department Summary: Enterprise Convergence Labs (ECL) represent what's possible when higher education breaks barriers and operates without walls. An initiative of the Office of the Provost, ECL bring together faculty across all our schools and colleges to collaborate on interdisciplinary curricula including experiential learning, transdisciplinary research, and community & industry partnership under our various Enterprise themes. We launched in Fall 2025 with three Enterprise Themes: Artificial Intelligence, Neurosciences, & Health Outcomes.

The **Enterprise Convergence Labs** A.I. Program Manager will serve as the primary programmatic and administrative leader of the VCU A.I. Convergence Lab (AICL). They will support the A.I. Convergence Lab Leads and Investigators with coordination of various administrative tasks, including but not limited to organizing special projects, grant submissions, community advisory board meetings, and educational programs. They will coordinate and host meetings, facilitate the management of complex schedules, and organize visits from visiting scholars. They will further lead and disseminate communications for the A.I. Convergence Lab, assimilate materials, prepare records and financial reports for program activities, and maintain curriculum, CME, and other research and educational reports. The exceptional candidate will assist with writing and submitting grants. They will analyze data and information generated or produced by the A.I. Lab, write reports and other written materials based on this data. This individual will respond to requests for program information from staff, students, and faculty, and handle any necessary correspondence.

Responsibilities:

The VCU Enterprise A.I. Program Manager will provide programmatic, administrative, and academic support to a large, interdisciplinary, trans-institutional program:

- Coordinate faculty recruitment

- Coordinate with the lab community-based research and industry partners
- Coordinate complex, multi-investigator research and training grant submissions
- Prepare the VCU AICL program seminar schedule, send out the weekly announcements for seminars and populate this information on shared calendars
- Design of educational program structure and materials
- Serve as primary point of contact for the VCU AICL program
- Create, collect, and consolidate grant materials for team-based submissions
- Coordinate visiting scholars' arrangements
- Monitor and ensure that the program complies with all federal government policies
- Maintain and update content to AICL program website and webpages
- Lead and disseminate communications for AICL
- Analyze data and information generated or produced by the program and write relevant reports

Minimum Qualifications:

- Grant writing and publication expertise
- Undergraduate or Graduate degree, preferably in a STEM field
- Masters or other advanced degree preferred, but not required
- 3+ years of relevant administrative experience, preferably in academic settings
- Knowledge of research programs and research training programs
- Experience organizing events and programming for faculty, students, and communities
- Demonstrated ability to work productively, both independently and as part of a team
- Excellent organizational and time management skills and experience managing multiple projects/tasks with conflicting deadlines
- Collaborative and transparent leadership style, cultural awareness and agility, and the ability to build trust and credibility
- Proficiency with Microsoft Office and online collaboration tools - e.g., Google Docs, and Dropbox
- Scheduling and teleconferencing software skills - i.e., Zoom, Google Calendar, and Doodle Poll
- Demonstrated ability to work in and foster an environment of respect, professionalism and civility with a population of faculty, staff, and students from all backgrounds and experiences, or a commitment to do so as a staff member at VCU

Preferred Qualifications:

Website management experience preferred but not required

Salary Range: Commensurate with experience up to $120,000

Benefits: All full-time university staff are eligible for VCU's robust benefits package that includes comprehensive health benefits, paid annual and holiday leave granted up front, generous tuition benefits, retirement planning and savings options, tax-deferred annuity and cash match programs, employee discounts, well-being resources, abundant opportunities for career development and advancement, and more.

FLSA Exemption Status: Exempt **Hours per Week:** 40

Restricted Position: No

ORP Eligible: Yes

Flexible Work Arrangement: Hybrid

University Job Title: Administrator/Senior Administrator AA 1-3

Priority Application Deadline: Thursday, February 19th | 5:00PM

****This position is open to internal applicants only****

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