

Health and Science Project Manager (Reg FT)  
Community College of Allegheny County

Direct Link: <https://www.AcademicKeys.com/r?job=260508>

Downloaded On: Aug. 5, 2025 12:00pm

Posted Aug. 1, 2025, set to expire Nov. 25, 2025

**Job Title** Health and Science Project Manager (Reg FT)  
**Department** NA  
**Institution** Community College of Allegheny County  
Pittsburgh, Pennsylvania

**Date Posted** Aug. 1, 2025

**Application Deadline** Open until filled  
**Position Start Date** Available immediately

**Job Categories** Professional Staff

**Academic Field(s)** Administration - Other

**Apply Online Here** <https://apptrkr.com/6416461>

**Apply By Email**

**Job Description**

Image not found or type unknown



**Health and Science Project Manager (Reg FT)**

**Position Title:** Health and Science Project Manager (Reg FT)

**Department:** Nursing

**Campus:** College Wide

**Additional Information:** This position will remain open until filled. However, to ensure consideration for an interview, please submit your completed application, cover letter, and resume by no later than August 8, 2025. The College cannot guarantee that application materials received after this date will be

## Health and Science Project Manager (Reg FT) Community College of Allegheny County

Direct Link: <https://www.AcademicKeys.com/r?job=260508>

Downloaded On: Aug. 5, 2025 12:00pm

Posted Aug. 1, 2025, set to expire Nov. 25, 2025

considered or reviewed.

### Benefits:

At CCAC, we take pride in offering an exceptional benefits package designed to support our employees' personal and professional well-being:

- **Comprehensive Health Coverage:** Access to an excellent health plan with a very low out-of-pocket expense network option.
- **Generous Time Off:** Enjoy a range of time-off benefits that are tailored to your position, along with a **four-day workweek in the summer** for an ideal work-life balance. These benefits vary and may include vacation, personal, sick, and holiday pay, as well as options like collegial coverage for faculty.
- **Retirement Planning:** Options include a **403(b) retirement plan with up to 10% employer match** or a **state-defined benefit pension**.
- **Financial Peace of Mind:** Employer-paid benefits include **group life insurance, short/long-term disability**, and access to **flexible spending accounts (FSAs)**.
- **Wellness Support:** Our **Employee Assistance Program (EAP)** is available for confidential support, with resources to address personal and professional challenges.
- **Educational Support:** Take advantage of **tuition waivers, tuition reimbursement, Public Service Loan Forgiveness (PSLF)** eligibility, and a variety of **professional development opportunities** to grow your career.
- **Exclusive Employee Perks & Rewards:** Save on theme parks, sporting events, electronics, and more!
- **Additional Advantages:** Free employee parking to make your commute easier.

**Remote Work Option:** Fully In-Person (May be subject to change)

**Salary Grade:** Admin 14 - \$55,756

**Job Category:** Administrators

**Employment Type:** Regular Full-Time

**Job Slot:** 6046

**Job Open Date:**

## Health and Science Project Manager (Reg FT) Community College of Allegheny County

Direct Link: <https://www.AcademicKeys.com/r?job=260508>

Downloaded On: Aug. 5, 2025 12:00pm

Posted Aug. 1, 2025, set to expire Nov. 25, 2025

7/24/2025

**Job Close Date:** Open until filled

**General Summary:** The health and science project manager performs administrative duties to assist with coordinating functions and to enhance the operational functioning of the Nursing, Allied Health and Sciences Division across the College system.

**Requirements:** Bachelor's degree (master's degree in nursing, allied health and sciences preferred) in a health care or related field from an accredited institution of higher learning recognized by the US Department of Education with a minimum of three years of related experience. Preference may be given for knowledge or experience working in academia or work experience in the health care field. An equivalent combination of education and/or experience from which comparable knowledge, skills and abilities have been achieved may be considered.

### **Duties:**

1. Assists with coordination of recruitment and enrollment activities across the system.
2. Collects and maintains divisional statistics for reports.
3. Assists the Dean with maximizing efficiencies across the system (supplies, etc.).
4. Assists the Dean with the Divisional strategic planning process across the College.
5. Coordinates with the Assessment and Institutional Effectiveness and Planning department to obtain needed statistics for accreditation reports or requests for evidence based benchmarking.
6. Manages programmatic accreditation schedules and timelines.
7. Handles statistical tracking of Nursing data (End of Course, End of Program, etc.).
8. Monitors the time schedule for Program reviews and tracks data on the reports for requested faculty, supplies, equipment, space, and other programmatic needs.
9. Responsible for CEU process, licensure and program specific credentialing record keeping.
10. Coordinates and monitors process for RQI and Trajecsys across the College.
11. Performs additional related duties as required or as assigned.

**Clearances:** Clearances: Current criminal record/child abuse clearances will be required if offered the position and to be employed at the College. The three clearances are Pennsylvania Child Abuse History Clearance, Pennsylvania State Police Criminal Records Check, and Federal Bureau of Investigations (FBI) Criminal Background Check. The College has provided instructions on how to obtain these clearances, which are available [here](#).

**Health and Science Project Manager (Reg FT)**  
**Community College of Allegheny County**

Direct Link: <https://www.AcademicKeys.com/r?job=260508>

Downloaded On: Aug. 5, 2025 12:00pm

Posted Aug. 1, 2025, set to expire Nov. 25, 2025

**To view the full job posting and apply for this position, go to:**

**<https://ccac.csod.com/ats/careersite/JobDetails.aspx?id=1782>**

**Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact**

NA

Community College of Allegheny County

,