The Center for
Urban Transportation Research
at the University of South Florida in Tampa
has an immediate, full-time opening for a

**Faculty Research Associate**

**Project Manager - New North Transportation Alliance**

**Position Description:**
Responsible for the planning and day-to-day management and operation of the New North Transportation Alliance (NNTA), a public/private initiative aimed at improving mobility and reducing congestion in a major activity center area. Duties also include providing assistance with other research and training projects at CUTR.

- Plans and conducts employer and community outreach programs designed to create and maintain favorable public support for and use of NNTA’s programs and services:
  - Communicates information to keep the public, government officials, employers, and community leaders informed of NNTA’s programs, accomplishments, or point of view.
  - Prepares and distributes fact sheets, news releases, etc., to media and other persons who may be interested in learning about or publicizing NNTA’s activities or message.
  - Maintains a high profile for NNTA through such efforts as giving testimony and making public speeches; networking with elected officials, community leaders, other transportation organizations; and responding to media inquiries.
  - Represents NNTA during community projects and at public, civic and business gatherings.
  - May confer with production and support personnel to coordinate production of newsletters, website, and other marketing materials.

- Plans and manages the day-to-day operation of NNTA:
  - Markets commute options and provides technical assistance to commuters, employers, and other transportation system users who travel to, from, or around the NNTA service area and are interested in establishing or using TDM programs.
  - Conducts one-on-one meetings with employers to establish commuter benefits or assistance programs at area worksites.
  - Facilitates employer worksite implementation of Commuter Choice programs and act as employer liaison to the Tampa Bay Clean Air Partnership and the Best Workplaces for Commuters Initiative.
  - Prepares and disseminates timely, relevant information on current transportation issues and conditions to the public, government officials, employers, and community leaders via a monthly newsletter, email updates, and the NNTA website.
  - Plans and conducts monthly NNTA Advisory Board meetings and respond to Board member inquiries and requests.
  - Prepares grant proposals and project plans that determine project time frame, address funding limitations, establish goals and objectives, determine staffing requirements, and secure financial resources to support the project.
  - Submits and closely monitors the progress of grant proposals and other funding requests.
  - Directs and coordinates activities of personnel assigned to the project for various activities to ensure project progresses on schedule and within prescribed budget and that project activities adhere to contract requirements.
  - Prepares quarterly and annual project reports for management, clients and others. Coordinates quarterly project invoicing.
  - Supervises and coordinates activities of staff and students engaged in handling requests for commuting information, maintaining the employer database, and coordinating production and distribution of project materials (meeting minutes, newsletter, etc).
• Assists with data collection for transportation research using various methods (e.g., mail-out questionnaires, telephone surveys, personal interviews, archival searches, direct observation).
• Develops oral or and/or written presentations to be published or presented for journal articles, progress/final reports, and conferences/seminars. May include summaries and analysis of data collected, summaries of project programs – lessons learned, successes, etc.
• Performs work with considerable independence with general guidance and feedback provided by higher-level professional(s).
• Other duties as required.

**Position Requirements:** Master’s degree from an accredited institution in engineering, marketing, public relations, public administration, urban planning, or other appropriate area of specialization with at least 5 years of experience in transportation demand management program management; transportation management associations, organizations, and/or initiatives; public and government relations; nonprofit management programs. Bachelor’s degree and 8 years’ professional experience will be considered. Must have excellent interpersonal skills and demonstrated excellent written and oral communication skills. Requires particularly effective people problem-solving skills.

**The USF Center for Urban Transportation Research offers:**

- Self-directed work teams
- Entrepreneurial, progressive work atmosphere
- Nationally recognized research faculty
- Participation in national conferences
- Compressed work weeks and telecommuting
- 35 days annual vacation/sick time with rollover
- University campus setting
- Graduate student research assistants
- Opportunities for continuing education, teaching, and mentoring
- Tuition waivers
- State-of-the-art facility and equipment
- Individual offices
- Great Florida climate

**Starting Salary Range:** $50,500-$58,800, depending on qualifications. Health insurance & generous pension contributions.

**The Center for Urban Transportation Research** is a multidisciplinary transportation research organization in the USF College of Engineering. Research areas include Transportation Demand Management, public transportation, access management, traffic operations, GIS, safety, and transportation finance and economics. For more information about CUTR, visit our web site at [http://www.cutr.usf.edu](http://www.cutr.usf.edu)

Position is open until filled. Resume review begins immediately.

Send resume with cover letter to:
Human Resources
CUTR/USF
4202 E. Fowler Avenue, CUT100
Tampa, FL 33620-5375

Emailed resumes and cover letters are acceptable. Send to: pball@cutr.usf.edu