Working title:
BASELINE CONTROLS CHANGE MANAGER - SPACE SCIENCE & ENGR CTR

Official title:
RESEARCH SPECIALIST(T16DN) OR ASSOC RESEARCH SPEC(T16FN)

Degree and area of specialization:
Bachelor's degree in technical or design related field.

Minimum number of years and type of relevant work experience:
Required:
Must possess the ability to evaluate the quality and completeness of technical documentation, strong task management and organizational skills, excellent oral and written communication skills, and a demonstrated ability to work effectively with faculty, staff, and students in a technical setting. Must be skilled at translating technical and scientific terminology into non-scientific terms that can be understood by the general public. Proficiency with database, graphics, and technical management software, as well as multiplatform computer hardware is required. Experience in a fast changing scientific or research environment required.

Principal duties:
This is a technical support position for the Project Director and the Project Manager within the IceCube Project. IceCube is a project to design, development, test, manufacture and deploy a kilometer-scale neutrino observatory in the South Pole to support research in dark matter. The telescope will consist of 5000 optical sensors deployed over a kilometer deep in Antarctic ice. It is estimated to cost over $250 million and will take a period of 10 years to complete. Details can be found at http://icecube.wisc.edu/. The present schedule calls for development to be completed and more than 800 optical sensors to be built, calibrated and deployed within the next two years.

The Baseline Change Manager is responsible for managing all aspects of the baseline change management process for the IceCube Project. This position will work with scientists, engineers and researchers to develop reports for the National Science Foundation and collaborators during the construction and research phases of the project.

Duties include:
1. Responsible for developing procedures and suitable forms for requesting, coordinating, approving and documenting changes to the technical, schedule, and financial baselines of observatory installation.

2. Responsible for reviewing technical documentation for quality and completeness, and for assisting with the design and development of graphical representations of technical information for use by scientists, researchers, plus translation and presentation in non-technical terms to the general public.

3. Responsible for developing CCB agendas, preparing and coordinating review of CCB minutes, and tracking the status of CCB action items.

4. Responsible for developing management tools and information packages illustrating technical, cost and schedule baselines and baseline changes including representations of actual performance against plan to construct the scientific observatory.

5. Responsible for maintaining technical records and tracking technical changes made to the instruments to detect neutrinos.

6. Collaborate with project office technical staff to produce input for technical and scientific review, meetings, and quarterly technical and scientific reports to collaborators and to the
A period of evaluation will be required

TO INSURE CONSIDERATION
Application must be received by: MAY 14, 2004

HOW TO APPLY:
Application should include a letter of interest with reference to how the candidate meets the required qualifications, a resume, and the names, addresses, and telephone numbers of three references.

Send resume and cover letter referring to Position Vacancy Listing #47311 to

EVELYN MALKUS Phone: 608-263-0643
ROOM 613 AOSS BUILDING TTY: N/A
1225 W. DAYTON STREET Fax: 608-262-2309
MADISON WI 53706-1612 Email: A3RI.hr@ssec.wisc.edu

NOTE: Unless confidentiality is requested in writing, information regarding the names of applicants must be released upon request. Finalists cannot be guaranteed confidentiality.

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For UW Madison Campus Safety Information see http://www.ohr.wisc.edu/Employment/Safetyinformation.htm