**Project Manager Trainee -- A Unique Job for a Unique Person**

*Description*

Strategic Measurement and Evaluation is a growing educational assessment company with our primary offices in Lafayette, Indiana. We are looking to recruit and train a number of new employees to support existing assessment development and scoring projects and eventually manage these projects themselves.

The right person will enjoy the challenge of a fast-paced environment, work well in a team environment, and have the ability to adapt project plans to meet unexpected challenges. An attention to detail and the ability to communicate effectively with coworkers and clients are also desired traits.

**Previous experience in education or the assessment industry is not necessary**. Neither is previous experience as a project manager (although that would be helpful). We will train the right individual to become a project manager by providing hands-on experience across all facets of our business.

*Duties and Responsibilities*

This is a position for someone who prefers a job with a variety of duties. On any given day, the Project Manager Trainee may be involved with:

* Detailed project planning,
* Setting schedules,
* Monitoring progress,
* Managing the recruitment and hiring of new staff,
* Creating scoring training materials,
* Training part-time scoring staff,
* Actively participating in client meetings,
* Managing test scoring sites,
* Assisting with the creation of proposals and other work products.

*Qualifications*

* Our contracts require that all project managers have a minimum of a bachelor’s degree. We are open to any area of study. (Please do not apply if you do not have a four-year degree.)
* A strong command of the English language with the ability to both create and edit documents.
* Being able to communicate effectively with co-workers and clients is critical.
* A willingness to manage an educated part-time workforce.
* The ability to travel for 10 to 20 days a year.
* The desire to learn a new skill set or enhance existing skills.

We are looking for the applicant who can demonstrate a prior work history of creative problem-solving and a detailed, organized approach to their work.

*Benefits*

Strategic Measurement offers an exciting, energetic work environment, filled with opportunities and challenges for the applicant who wants to grow and learn a new field. Begin with 14 days PTO plus 7.5 paid holidays your first year; SME also offers health insurance, as well as a retirement plan. Salary commensurate with experience; annual bonuses based on company and individual performance.

*How to Apply*

If you are looking for a fulfilling career with the opportunity for growth and advancement, apply **now** by sending a cover letter along with your resume to: HR@smeasurement.com. Please include the position title code“PMT” in the subject line. If you think you’re the right person for the job, tell us why. We look forward to hearing from you!