GATEWAY PROJECT MANAGER

Work with Gateway and get a head start as a scholar-practitioner of international higher education.

Founded in 2020, Gateway International Group offers consulting services, programming support, and informative resources to higher education institutions and organizations around the world. By embracing diverse perspectives, encouraging new ideas, and challenging the status quo, Gateway provides a trusted and steadied hand in navigating the next generation of international education. Gateway is structured with three interrelated and mutually supporting divisions: Gateway Solutions, Gateway Connections, and Gateway Resources.

Gateway is managed by Dr. Anthony C. Ogden, a scholar-practitioner with over 25 years of senior leadership experience in international higher education. Gateway is supported by a highly professional team of 60 affiliates and associates with specific expertise in international higher education.

RESPONSIBILITIES & EXPECTATIONS

Gateway International Group is seeking a part-time project manager who will join a growing team of professionals committed to international higher education. The position is remote and paid on a per hour basis.

Reporting directly to Gateway’s managing director, project managers generally commit 10-15 hours per week on assigned projects and client relations. Specific assignments will be determined on an individual’s academic background and qualifications, career/scholarly interests and professional skills, but general duties may involve:

- Stewarding assigned contracts, which requires facilitating all communications with Gateway affiliates and associates, clients, and other stakeholders over the life of the contract.
- Ensuring all contracts, payments, and any other necessary project processes and/or needs are in order.
- Ensuring that all assigned projects are delivered on-time, within scope, and within budget.
- Assisting in the development of Gateway products, initiatives, and related operational services.
- Assisting in the planning and organizing of Gateway events and webinars, including researching speakers, preparing invitations, and developing promotional materials.
- Assisting with communication and marketing, including newsletter production, social media, website updates, etc.
- Conducting international education research, market analysis, report preparation, etc.
- Other duties as assigned.
QUALIFICATIONS

Gateway project managers are highly motivated and conscientious self-starters with excellent organizational and multitasking skills, business savvy, attention to detail, and technological savvy.

Required qualifications include:

- Demonstrated commitment to a career or scholarship focused on international education.
- Familiarity with emerging innovations and new directions in higher education.
- Excellent communication skills, both spoken and written.
- Demonstrated experience with project management, including managing deliverables, timelines, team members, project quality control, assessing and mitigating risks, and active problem solving.

Preferred qualifications include:

- Proficiency with Google Suite/Workspace.
- Demonstrated professional experience with effective client relations.
- Knowledge of multiple languages and previous international experience.
- Experience with marketing and promotion, advertising, and social media.
- Advanced IT skills and familiarity with diverse higher education technology platforms, including webinar management.
- Cultural sensitivity and an appreciation of people and cultures from around the world.

COMPENSATION

Gateway project managers are remunerated on an hourly basis. This is an at-will position.

APPLICATIONS

Expressions of interest should include a resume and cover letter addressing required and preferred qualifications, long-term career interests, requested focus areas, and availability.

CONFIDENTIALITY & EXCLUSIVITY

All Gateway personnel are asked to sign an agreement that outlines issues related to non-disclosure, non-compete, and confidentiality. The agreement also clarifies that confidentiality and non-disclosure shall survive the termination of employment.

QUESTIONS

Please direct communication to both Carrie Prior at cprior@gatewayinternational.org and Elena Adlon Place at eadlonplace@gatewayinternational.org.

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Through a combination of strategy, expertise and innovation, Gateway International Group seeks to accelerate international learning and engagement by assisting institutions and organizations around the world to succeed in a new era of higher education.

Check us out: https://gatewayinternational.org/