Notice of Vacancy
Manager, Office of Grant and Research Development

DESCRIPTION OF POSITION:

The Proposal and Award Manager position is a full-time, permanent, 12-month administrative/professional position beginning approximately March 1, 2007, in the Office of Grant and Research Development at Washington State University.

MINIMUM QUALIFICATIONS:

Bachelors Degree in Business Administration, Public Administration, Engineering, Science, or related field (or equivalent experience) and four (4) years progressively responsible experience in Grants and Contract Administration that has included at least one (1) year of supervisory experience. Experience to include processing, negotiating and/or the administration of agreements with funding agencies, including but not limited to, the federal government, businesses, non-profit associations, state governments, Indian tribes or private philanthropic foundations. Any combination of relevant education and experience may be substituted for the educational requirement on a year-for-year basis.

PREFERRED QUALIFICATIONS:

• Working knowledge of intellectual property, i.e., understanding of the disclosure process, the need for confidentiality, option rights, the patenting process, the licensing process, reach-through clauses, imbedded license terms, etc.
• Working knowledge of contract law including a demonstrated ability to draft, negotiate and interpret contracts.
• Strong analytic ability.
• Strong written and oral communication skills.
• Ability to work under pressure while maintaining service attitude and demeanor.
• Ability to rapidly review and provide detailed, accurate analysis of complex contract documents, written procedures and correspondence.
• Strong interpersonal communication skills and demonstration of ability to interact with, and understand faculty and administrative goals and objectives.
• Demonstrated team-player skills.
• Up-to-date knowledge of federal/state/and private agency regulations, policies, laws and regulations and OMB Circulars (A-133, A-110, A-21), which relate to sponsored project agreements.
• Demonstrated ability to conduct business using complex documents (i.e., licenses and material transfer, non-disclosure, access, property loan, and collaborative research agreements) and database (i.e., web based database), word-processing (i.e., use of mark-up language, portable document formats, etc.) and spreadsheet programs (i.e., Excel).
• A Masters or Professional degree in a related field.
APPLICATION PROCESS:

Review of applicants begins January 15, 2007. Submit a letter of interest addressing minimum and preferred qualifications, comprehensive résumé, and contact information for three professional references (include name, addresses, telephone numbers and email addresses) to:

Patricia Iulo  
Office of Grant and Research Development  
P.O. Box 643140  
Pullman, WA 99164-3140  
Fax: 335-1676  
E-mail: patiulo@wsu.edu

JOB DUTIES AND RESPONSIBILITES:

Provides direction and supervision (including 4.5 FTE's) for the Proposal and Award Processing unit of OGRD. This position is responsible for the review of all industry proposals and federal proposals in excess of $500K and the negotiation and acceptance of subsequent federal and non-federal contracts and other agreements. Assist with policy development and outreach and exercise signature authority as appropriate.

- Proposal and Award Processing Management: (E) (30%)
- Contract Review and Negotiation of Awards: (E) (45%)
- Proposal Review: (E) (10%)
- Policy Development Tasks and Outreach: (E) (15%)

SALARY:

$50,000-$55,000 commensurate with education and experience.

MISC.

Refer to www.orgd.wsu.edu for more information on the Office of Grant and Research Development. For a complete position description contact Patricia Iulo at patiulo@wsu.edu.

WASHINGTON STATE UNIVERSITY IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EDUCATOR AND EMPLOYER. Members of ethnic minorities, women, special disabled veterans, veterans of the Vietnam era, recently separated veterans, and other protected veterans, persons of disability and/or persons age 40 and over are encouraged to apply.

WSU employs only U.S. citizens and lawfully authorized non-U.S. citizens. All new employees must show employment eligibility verification as required by the U.S. Citizenship and Immigration Services.

Washington State University is committed to providing access and reasonable accommodation in its services, programs, activities, education and employment for individuals with disabilities. To request disability accommodation in the application process, contact Human Resource Services: 509-335-4521(v), Washington State TDD Relay Service: Voice Callers: 1-800-833-6384; TDD Callers: 1-800-833-6388, 509-335-1259(f), or hrs@wsu.edu.