



**TOWSON UNIVERSITY**  
*Office of Human Resources*



Web Site: [www.towson.edu](http://www.towson.edu)

FAX: 410-704-2891 JobLine: 410-704-2161 TTY: 410-704-2682

For more information on Towson University, visit our website  
[www.towson.edu](http://www.towson.edu)

## EMPLOYMENT OPPORTUNITIES

Posted August 28th, 2001

Reposted

### **GRANT & CONTRACT ADMINISTRATOR**

EXCELLENT BENEFITS!

*Resumes postmarked by Monday, September 24th, 2001 will receive priority.*

- ❖ *Become part of a great team with the Office of University Research Services, carrying out pre- and post-award grants administration duties. Benefits incl. 25 leave days & 14 holidays; health, life, retirement; & tuition remission for yourself & family. Duties include: Proposal budget preparation & review for submission to federal, state & private entities; award review & administration including subcontracts; & creation of reports & presentations for workshops. Salary to low 40's.*
- ❖ *Requires 3 yrs exper with grants & award administration, preferably in an educ setting; or a bachelor's degree & 1 yr of same exper; plus exper with spreadsheets & databases. Knowledge of regs governing sponsored project awards is strongly preferred.*
- ✍ *Submit a cover letter & resume indicating the Title & Vacancy# E-632-01, & contact info for 3 employer ref. Resumes postmarked by 9/24/01 will receive priority review. Fax 410-704-2891; TU Human Resources; 8000 York Rd; Towson, MD 21252-0001.*

Towson University is an Equal Opportunity / Affirmative Action Employer and has a strong institutional commitment to diversity. Women, minorities, persons with disabilities, and veterans are encouraged to apply.