



AMHERST COLLEGE

DIRECTOR OF SPONSORED RESEARCH

Amherst College invites nominations and applications for the newly created position of Director of Sponsored Research. Reporting to the Dean of the Faculty, the Director of Sponsored Research will provide leadership in securing external funding to support the research activities of Amherst College faculty members.

Primary responsibilities include alerting faculty members to individual grant opportunities and assisting them with proposal preparation, including providing support related to budget development and reporting requirements; developing and maintaining contact with funding agencies; providing workshops for interested faculty in grantsmanship; developing and maintaining a Sponsored Research Office Web site and a database of funded faculty research activities; working with the College's Comptroller's Office to ensure that funded proposals are in compliance with regulations; serving as the initial reviewer and coordinator of the College's Institutional Review Board; serving as the administrator of the College's Copeland Colloquium; and other duties assigned by the Dean.

The Copeland program annually brings scholars from around the world to Amherst for one year to pursue their own research and to collaborate with faculty members and participate in the life of the College. The successful candidate will work closely with the Faculty, the Director of Foundation and Corporate Relations, and the Office of the Comptroller.

REQUIREMENTS: three to five years demonstrated success in helping faculty members in various disciplines prepare grant applications and research proposals for external funding; understanding of the liberal arts teacher-scholar model; and strong oral and written communication skills. Doctoral or master's degree in a research field preferred. The anticipated start date is spring 2007.

PLEASE VISIT US AT WWW.AMHERST.EDU/HR
FOR FURTHER POSITION DUTIES AND QUALIFICATIONS.

INTERESTED CANDIDATES SHOULD SEND A LETTER OF INTEREST,
CURRICULUM VITAE, AND THE NAMES AND CONTACT INFORMATION
(MAIL, EMAIL, AND TELEPHONE NUMBERS)
OF THREE PROFESSIONAL REFERENCES TO:

OFFICE OF HUMAN RESOURCES
JOB SEARCH: DSR-SR
AMHERST COLLEGE • AC 2204
AMHERST, MA 01002-5000

A REVIEW OF APPLICATIONS WILL BEGIN ON JANUARY 2, 2007,
AND CONTINUE UNTIL THE POSITION IS FILLED.

Amherst College is a private undergraduate college for men and women with 1,600 students and 190 faculty members. Located in the Connecticut River Valley of western Massachusetts, Amherst participated with Hampshire, Mount Holyoke, and Smith Colleges and the University of Massachusetts in the Five-College Consortium.

Amherst College is an equal opportunity/affirmative action employer and encourages women, persons of color, and persons with disabilities to apply. Amherst is committed to increasing diversity and candidates who believe they will contribute to that goal are encouraged to apply.

