



WELLESLEY CENTERS FOR WOMEN
Shaping a better world through research and action

Position Available

Director of Pre-Award Services Wellesley Centers for Women

The Director of Pre-Award services is responsible for all pre-award activities, policies and services at the Wellesley Centers for Women (WCW). Works with WCW researchers to prepare grant and contract proposal submissions. Works with the WCW Executive Director, WCW Deputy Director for Finance and Administration, WCW Finance team, College Dean, Director Sponsored Research/Assistant Dean of the College, College VP for Finance and Treasurer, College Controller, and the College's Associate Controller for Sponsored Research on sponsored research issues. Assists WCW Deputy Director for Finance and Administration with WCW budget projections. Represents the Centers at the College level with regard to sponsored research activities and participates in developing college policies, training and redesigning processes. Reviews, writes and negotiates contracts and sub-contract agreements. Supervises one employee. To learn more about the work of the Centers, visit our website at www.wcwonline.org

Requirements: Undergraduate degree in Women's Studies or a social science, MBA preferred and 5 years of sponsored research administration experience. Knowledge of OMB (Office of Management and Budget) circulars, A-21, A-110, A-133. Strong project management skills. Excellent interpersonal and organizational skills. Strong attention to detail.

This position reports to the Deputy Director for Finance and Administration and is full time, full year.

To Apply:

Applications will be reviewed starting immediately. Target start date of July 1 is flexible. If interested, apply online, using the following link: <http://careers.wellesley.edu/wellesley/jobboard>. Or send cover letter and resume to: Human Resources Office, Wellesley College, 106 Central Street, Wellesley, MA 02481;

Wellesley College is an Equal Opportunity/Affirmative Action institution and employer. Successful candidates must be able to work effectively in a culturally diverse environment. Applications from women, minorities, veterans and candidates with disabilities are encouraged.