



PRE-AWARDS COORDINATOR OFFICE OF SPONSORED PROGRAMS AND RESEARCH UNIVERSITY OF LOUISIANA AT MONROE

The University of Louisiana at Monroe (ULM) invites applications for the position of Pre-Awards Coordinator in the Office of Sponsored Programs and Research. This office is being formed from Graduate Studies and Research so that scholarly activity and extramural funding may be increased and faculty may be better supported throughout the grant process.

ULM is a multipurpose, selective-admission senior institution of higher education and is a member of the University of Louisiana System. The picturesque 238-acre campus is located along Bayou Desiard in northeastern Louisiana's largest metropolitan area and hosts a student body of more than 8,500 with approximately 440 full-time faculty. Current extramural support is provided by the National Science Foundation, the National Institutes for Health, the U.S. Department of Education, the Children's Brain Tumor Foundation, the Louisiana Board of Regents, and similar sources.

The Pre-Awards Coordinator will report to the Director and will assist faculty in all aspects of proposal preparation including preparing proposal budgets; completing all required assurances, certifications, and authorizations; and coordinating the delivery/transmission of proposals to the funding agency in accordance with agency requirements. Additionally, this person will assist the Director with identification of grant/contract opportunities and with the dissemination of that information; conduct professional development workshops related to proposal development for faculty and staff; assist faculty with the development and maintenance of profiles for LaGENIUS, LaSMARTS, SPIN, and similar databases; and support the Director as needed.

The successful applicant will possess at least a master's degree and two years of relevant professional experience or a bachelor's degree and four years of relevant professional experience. Candidates are expected to have demonstrated successful grantsmanship, a positive attitude, excellent organization and communication abilities, and impeccable integrity.

Interested individuals should send a letter of application, a current resume, and contact information (name, address, telephone number, and email address) for three references to the search committee chairman at the address below. The review of applications will begin immediately and will continue until the position is filled.

Dr. Ronald Berry, Dean
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