

View Posting Summary - RESEARCH & PGRAM OFFICER/GRANT WRITER

Posting Details

Position Number	71800
Posting Number	1375
Position Title	RESEARCH & PGRAM OFFICER/GRANT WRITER
Cost Center Name	ORSP
Cost Center Number/WBS Element Number	26150
Employee Group	<u>Professional & Administrative - Salary</u>
Pay Level: <u>Starting Salary</u>	4
Division	Academic Affairs
Department	Research/Sponsored Programs
Type of Recruitment <u>Definition of Internal</u>	External
Advertising Sources	Grand Rapids, Lansing (Career Builders), Midland, Saginaw
Cost Center/WBS Element to Charge Advertising	26150
GL Number for Advertising Costs	
Task Number	
Internal Order Number	
Weekly Work Schedule	Primarily Mon - Fri, 8:00am - 5:00pm; Evenings and weekends as necessary
Monthly Work Schedule	12 month
Position Status	Regular
Provisional End Date (if applicable)	
Employee Status	Full-Time
At Will?	No
Location For Mount Pleasant, please type out "Mount Pleasant, MI".	Mount Pleasant, MI
FTE Ex. 0.75	1.00

Monitors opportunities for grants and contracts and bring these to the attention of the Vice Provost for Research and the appropriate deans, department chairs and members of faculty. Coordinates

General Statement of Duties	teams of faculty and staff and works with them to write large proposals for institutional or multidisciplinary projects. Provides assistance to faculty on an as-needed basis to review and edit individual grant proposals. The duties of program officer include acting as the primary contact for the academic senate committee responsible for the internal FRCE grant program. Additional duties include working to help CMU faculty and staff secure external funding to support research and programmatic activities; provide support for externally funded research and programmatic projects; ensure compliance with external and internal policies and regulations governing research, grants, and contracts.
Required Qualifications	<ul style="list-style-type: none"> -Bachelors degree and at least 5 years of relevant experience -Excellent written skills including prior successful grant writing experience -Excellent attention to detail -Strong verbal communication skills -Strong computer skills -Excellent interpersonal skills
Desired Qualifications	<ul style="list-style-type: none"> -Master's degree -Prior experience in higher education -Prior experience as program officer
Responsible Initiator	
Immediate Supervisor	Mary Montoye
Contact Number	7220
HR Contact	DAN REDWANZ
Additional Users (if applicable)	
Please select any other users that may need to follow the progress of the requisition, but not approve it.	
Comments	
AAP Code	302-OTHER PROFSNL-ACAD & STDNT AFFRS - 264 Emp / FEM NO - 70.8% Util 58.4% Avail / MIN YES 10.6% Util 15.9% Avail
Required Documents	Resume Cover Letter Work Sample
Optional Documents	Letter of Recommendation
Pay Range	Commensurate with qualifications
This information will be completed by HR	
Posting Begins	02-28-2010
This information will be completed by HR	
Posting Ends	Open Until Filled
This information will be completed by HR	
Message to Applicants	You must submit an on-line application in order to be considered as an applicant for this position. Cover letters may be addressed to the Hiring Committee.

Ad Sources

5 Records

Source	Cost
CAREER BUILDERS	0.00
GRAND RAPIDS PRESS	0.00
LANSING ST JOURNAL	0.00
MIDLAND DAILY NEWS	0.00
SAGINAW NEWS	