

[Close Window](#)**Position Information**

Title	Research & Program Officer
Posting Number	0601410
Department	VP Research
Grade	016
Job Type:	Full Time,Regular
Pay Type	Exempt
Salary Range:	\$38,502 - \$43,315
Major Duties	<ul style="list-style-type: none"> <li>- Coordinates proposal preparations to ensure submissions are in compliance with University policies and procedures, and meet external deadlines and requirements. Serves as a liaison between funding sources and the University.</li> <li>- Advises and assists faculty and staff in completing administrative and budgetary requirements, and to ensure consistent administration of sponsored budgets and agreements.</li> <li>- Promotes knowledge development through workshops, meetings and other resources to increase the base of funded research and creative activity.</li> <li>- Uses a knowledge base of institutional expertise and collaborator links to assist faculty and staff in defining and promoting their research and creative activity initiatives for external funding. Researches suitable funding opportunities to effectively match faculty research interests.</li> <li>- Bachelor's degree in communications, public relations or other relevant field.</li> </ul>
Minimum Qualifications	<ul style="list-style-type: none"> <li>- Three years of experience in project planning and/or management, including some experience with proposal preparation.</li> <li>- Excellent research and analytical skills.</li> <li>- Experience with budgeting and contract language.</li> </ul>
Desired Qualifications	<ul style="list-style-type: none"> <li>- Master's degree in a relevant field.</li> </ul>
Required Applicant Documents	Cover Letter highlighting your qualifications Resume
Optional Applicant Documents	Other List of References
Special Instructions to Applicants	<ul style="list-style-type: none"> <li>- There are three vacancies for the research and program officer position. Applicants are only required to apply to one position, but will be considered for all three vacancies. Likewise, applicants will receive correspondence for all three vacancies.</li> <li>- Internal applicants should use the Job Opportunity Transfer Application. External applicants should use the Staff Employment Application.</li> </ul>

Additional Position Information: - Terminal Appointment ends 6/30/2011 with possibility of renewal.  
- FTE 1.0; 40 Hours per week

External Posting Date: 12-06-2010

External Closing Date: 12-26-2010

Posting Date 11-24-2010

Internal Closing Date: 12-03-2010

Application Types Accepted Staff Employment Application  
Job Opportunity Transfer Application

[Close Window](#)

**Western Michigan University is an Affirmative Action/Equal Opportunity Employer**

To apply for the position, visit <http://www.wmich.edu/hr> and search for position # 6061410 and follow instructions.