

**Intermediate or Senior Research Administrator**

**Office of Sponsored Programs, Division of Research**

**Search # RA-0003-01**

Boise State University invites interested applicants for the position of Research Administrator, to become a part of our team to continue our quest toward becoming a Metropolitan Research University of Distinction. This position provides leadership and expertise in assisting faculty and staff in the College of Social Sciences and Public Affairs (SSPA) to identify external funding opportunities, develop and submit grant and contract proposals, and facilitate award management. This position may be filled at the Intermediate or Senior level depending on the level of experience of the applicant.

**You will have the opportunity to:**

* Support faculty in identifying strategic opportunities for collaboration both within SSPA and externally with other faculty; initiate outreach visits campus-wide to discuss SSPA services and research interests
* Organize teams of investigators to submit multi-disciplinary proposal applications
* Review proposal packages for compliance with state, Federal and University policies and procedures
* Facilitate post-award grant management by acting as a liaison to other academic departments and University business units to resolve issues related to sponsored project administration

**Skills and Knowledge Required:**

* Knowledge of Federal regulations related to sponsored projects
* Ability to provide attention to detail when supporting the development and review of grant and contract documents
* Demonstrated ability to complete complex grant and contract proposals within short-term deadlines
* Ability to utilize project management skills to coordinate and complete projects
* Knowledge of grants.gov and other electronic proposal submission portals

**Minimum Requirements at Intermediate Level:**

* Bachelor’s Degree or equivalent professional experience
* At least two years of experience in a similar type of work

**Minimum Requirements at Senior Level:**

* Bachelor’s Degree or equivalent professional experience
* At least five years of experience in a similar type of work

If you are interested in this position, please submit a letter of application indicating your interest and qualifications for this position. Attach a resume that includes employment and educational history (including dates) and three professional references with contact information. Application materials should be emailed to osp@boisestate.edu or mailed to:

Sue Hexum

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Boise State University

1910 University Dr.

Boise, ID 83725-1135

Review of applications will begin immediately and will continue until finalists are identified. Applications received after that point may be considered.

**About the University:** [**http://www.boisestate.edu/**](http://www.boisestate.edu/)

**About the City of Boise:** [**http://www.boisechamber.org/**](http://www.boisechamber.org/)

**About the Department:** [**http://boisestate.edu/research/**](http://boisestate.edu/research/)

**As of August 17, 2009, Boise State University is a smoke free campus.**

*Boise State University is strongly committed to achieving excellence through cultural diversity. The University actively encourages applications and nominations of women, persons of color, and members of other underrepresented groups. EEO/AA Institution, Veterans preference.*