

Application Period Extended

The University of Massachusetts Amherst invites applications for an Industry Research Specialist in the UMass Innovation Institute. The Industry Research Specialist provides efficient and professionally competent business and administrative supervision for the UMass Innovation Institute (UMII) over the majority of industry-sponsored research contracts and government-sponsored applied research grants. This position also provides business management leadership for various UMII projects and programs developed to fulfill its mission and leads UMII's business and administrative relationships, ensuring a seamless delivery of research services to UMII's diverse corporate and government customers.

Minimum Required Qualifications: Bachelor's degree in business administration, public administration, financial management, or related field OR Bachelor's degree plus relevant training; five or more years of experience in administrative processes, research and fiscal compliance, information technologies, and/or technology transfer in an academic, research institute, corporate, audit, or government environment; demonstrated experience in the interpretation and application of agreements pertaining to sponsored programs; strong grants management background required; experience with the development of budgets and/or proposals; ability to interpret and translate programmatic needs to maximize industry-sponsored programs; ability to interact effectively in both the academic and corporate cultures; ability to work effectively, prioritize, and be flexible in a high-paced, high-volume professional environment; outstanding organizational skills, ability to work on multiple projects simultaneously, capable of self direction, ability to deal diplomatically with people at all levels, solid decision-making skills, and judgment; this position is extensively involved with business-confidential sponsor and project matters, requiring a high level of professionalism and personal integrity; excellent oral and written communication skills; intermediate level of experience with Excel and Word; experience with the use of electronic research administration systems; and experience with industry-sponsored research is highly preferred.

Hiring Salary Range: \$44,300 - \$55,500

Normal Starting Salary Range: \$44,300 - \$49,900

The University also offers an attractive benefits package.

The Position Description for the Industry Research Specialist can be viewed in its entirety at <http://www.umass.edu/research/umass-innovation-institute>.

Review of applications is ongoing, and those received by **March 29, 2013** will be given priority consideration. The search will remain open until the position is filled. Please submit a letter of application listing relevant specific experience, résumé, and the names, addresses, and telephone numbers of at least three professional references to **Search #R43638**, Employment Office, 167 Whitmore Administration Building, University of Massachusetts, Amherst MA 01003-8170.

*The University of Massachusetts Amherst is an Affirmative Action/Equal Opportunity employer.
Women and members of minority groups are encouraged to apply.*