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| Requisition ID | 8972BR |
| ASU Job Title | Research Advancement Administr |
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| Campus/Location | Campus: Tempe |
| Job Family | Research & Laboratory |
| Department Name | Res Opp Adv & Dev |
| Full-Time/Part-Time | Full-Time |
| VP Code | KNOWLEDGE ENTERPRISE DEV |
| Scope of Search | Open |
| Grant Funded Position | This is not a grant funded position and is not contingent on future grant funding. |
| Category | 02 |
| Salary Range | $42,480 - $59,064 per year; DOE |
| Close Date | November 7, 2014, is the initial close date. Applications will continue to be accepted and considered every two weeks until the search is closed. |
| Job Description | The Biodesign Institute's Research Opportunity Advancement and Development team is seeking a Research Advancement Administrator with demonstrated knowledge and experience in grant and contact proposal development. |
| Essential Duties | * Provides direct support to research investigators in the area of proposal preparation. * Acts as administrative resource to ASU research investigators * Provides assistance, guidance and counsel during development, pre-submission administrative review, management, authorization and transmittal of grant and contract proposals to federal, state, and private funding agencies to verify and ensure ongoing compliance with all applicable regulatory and financial compliance requirements imposed on Institutions of Higher Education including, but not limited to: sponsor, ABOR, university, state and federal regulations. * Also serves as a liaison across campus between colleges, schools, departments and research * investigators in their interactions with the Office of Research and Sponsored Project Administration (ORSPA). |
| Minimum Qualifications | Bachelor's degree in a related field. Three years of experience in a field appropriate to the area/unit of assignment OR Any equivalent combination of education and/or experience from which comparable knowledge, skill and abilities have been achieved. |
| Desired Qualifications | * Demonstrated knowledge of and three years of experience with grant and contract proposal development, including experience with NIH and NSF. * Experience with: grants management tools including FastLane, Grants.gov, eRA Commons, and NSPIRES; Microsoft Office applications (i.e., Outlook, Sharepoint, Excel, and Word). * Experience using PeopleSoft, Coeus; Data Warehouse. * Demonstrated knowledge of user needs, requirements and request. * Experience in establishing and maintaining effective professional working relationships. * Experience working collaboratively and adapting to changing processes and procedures. * Evidence of interpersonal skills and effective verbal and written communication skills. |
| Working Environment | Activities are primarily performed in a regular, climate controlled office setting subject to extended periods of sitting. Visual acuity and manual dexterity associated with daily use of desktop computer; bending, stooping, reaching and lifting up to 20 pounds. Ability to clearly communicate verbally in English, read, write, see, and hear to perform essential duties.Ability to work both independently or within a complex structured team. Works from general instructions on standard job duties and specific directions/ instructions on new assignments. Exercises judgment within defined procedures & practices to determine appropriate action. |
| Department Statement | The Biodesign Institute addresses today's critical global challenges in healthcare, sustainability, and security by developing solutions inspired from natural systems and translating those solutions into commercially viable products and clinical practices. |
| ASU Statement | Arizona State University is a new model for American higher education, an unprecedented combination of academic excellence, entrepreneurial energy and broad access. This New American University is a single, unified institution comprising four differentiated campuses positively impacting the economic, social, cultural and environmental health of the communities it serves. Its research is inspired by real world application blurring the boundaries that traditionally separate academic disciplines. ASU serves more than 80,000 students in metropolitan Phoenix, Arizona, the nation's fifth largest city. ASU champions intellectual and cultural diversity, and welcomes students from all fifty states and more than one hundred nations across the globe.  ASU is a tobacco-free university. For details visit [www.asu.edu/tobaccofree](https://eoss.asu.edu/tobaccofree)  Arizona State University is a VEVRAA Federal Contractor and an Equal Opportunity/Affirmative Action Employer. All qualified applicants will be considered without regard to race, color, sex, religion, national origin, disability, protected veteran status, or any other basis protected by law. |
| Employment Verification Statement | ASU conducts pre-employment screening which may include verification of work history, academic credentials, licenses, and certifications. |
| Background Check Statement | ASU conducts pre-employment screening for all positions which includes a criminal background check, verification of work history, academic credentials, licenses, and certifications. Employment is contingent upon successful passing of the background check. |
| Instructions to Apply | Application deadline is 3:00PM Arizona time on the date indicated.  Resumes should clearly illustrate how prior knowledge and experience meet the minimum and desired qualifications stated in this requisition.  Only electronic applications are accepted.  ASU does not pay for travel expenses associated with interviews, unless otherwise indicated. |