



SCIENCE GRANT WRITER School of Science

The School of Science at The College of New Jersey (TCNJ) invites outstanding applications for a Science Grant Writer, which is a full-time, 12-month staff position with an anticipated start date of April or May 2017.

The Science Grant Writer will support the School of Science by working with the dean, faculty members, and staff members on the development, writing/editing, and submission of competitive grant proposals to external funding agencies. This individual will work on faculty-based research proposals, cross-cutting proposals, and department-based proposals.

Specifically, the Science Grant Writer will:

1. Work with the dean, faculty members, and staff members on idea/project/concept development, writing/editing/reviewing, and submission of competitive grant proposals to external funding agencies.
2. Establish and maintain cooperative working relationships with other staff members, offices, and/or organizations whose functions impact on assigned responsibilities.
3. Compile and analyze statistical, financial, and other data.
4. Prepare clear, technically sound, accurate, and informative reports containing findings, conclusions, and recommendations.
5. Attend and participate in on-campus and off-campus meetings, conferences, and/or events related to assigned responsibilities.
6. Prepare correspondence.
7. Plan, schedule, market, and supervise grant-writing program events (e.g., training, seminars, workshops, etc.).
8. Perform other duties that may be assigned.

Education and Experience

Candidates should have a doctoral degree and/or a master's degree from an accredited college or university in a scientific discipline or in a field related to the functions of the position. ABD candidates will also be considered, as will candidates with a master's degree and significant experience related to the scope of the position.

The successful candidate will have a deep understanding of science and the complexities of effectively communicating science to different audiences as well as deep experience with technical writing and the preparation of successful grant proposal applications.

Preferred Qualifications

The position reports directly to the Dean of the School of Science. Preferred qualifications for the position and personal attributes desired in the successful candidate include:

- Excellent written and oral communication skills.
- Previous experience submitting grant proposals to federal agencies.
- Knowledge of the principles and techniques essential to the preparation of successful scientific grant proposals, which integrate technical and persuasive writing skills.
- Ability to organize and prioritize assigned work, analyze problems, develop appropriate work methods, and maintain records.

- Ability to multi-task and handle several different duties simultaneously.
- Ability to use computers and computer software with ease (including Microsoft Word, Excel, web-based tools, and similar software), and the ability and flexibility to learn new skills as different duties may arise.
- Ability to work both independently and as a team member. At times, the work is fast-paced with long hours and tight deadlines. The position requires an individual who can handle this type of high-intensity work environment, and at the same time can work in a collegial and calm manner while maintaining a positive attitude.
- Excellent interpersonal skills, a good sense of humor, and the ability to work with a broad range of individuals, groups, and personality types.

To Apply

Qualified candidates should submit (a) a letter of application highlighting her/his interest and qualifications, (b) a current resume/curriculum vitae, (c) 3-4 current writing samples, and (d) a list of 3-5 current references (names, position titles, telephone numbers, e-mail addresses; references will not be contacted without informing the candidates). All materials should be submitted electronically to jobs@tcnj.edu. Review of applications will begin immediately and will continue until the position is filled. Applications received by **February 6, 2017** will be given full consideration.

Salary is competitive and commensurate with education and experience. This position includes a comprehensive benefits package (health, dental, and prescription) and generous sick and vacation leave. Final offer of employment will be contingent upon successful completion of a background investigation.

To enrich education through diversity, The College of New Jersey is an Equal Opportunity Employer. The College has a strong commitment to achieving diversity among faculty and staff members, and strongly encourages women and members of underrepresented groups to apply.

About the School of Science

TCNJ's School of Science provides a high-quality and challenging education for undergraduate students, offering studies in both disciplinary and interdisciplinary fields. Our programs emphasize the excitement of scientific discovery and the importance of science to society. Students interact with outstanding teacher-scholars as mentors, instructors, and advisors, and study and learn in modern, well-equipped facilities. Teaching and research are mutually supportive activities at TCNJ; our faculty members are strongly committed to the teacher-scholar model, to maintaining both high-quality teaching and an active and productive research program involving highly motivated undergraduates, and to seeking external funding consistent with this mission. Faculty members integrate comprehensive undergraduate research experiences into their scholarship, courses, and curricula, actively preparing students to meet future career or graduate school goals.

The School of Science comprises five academic departments (Biology, Chemistry, Computer Science, Mathematics & Statistics, and Physics), approximately 85 full-time faculty members, and 12 staff members. Approximately 1,100 undergraduate students are enrolled as majors in the School of Science's various programs and the School teaches over 15,000 students annually in a broad spectrum of liberal learning courses, support courses, and major courses.

Over the years, the School of Science and the College have continued to strengthen the integration of our teaching and research efforts. TCNJ has been recognized for the quality of our academic programs, the adoption and promotion of the teacher-scholar model for our faculty, and our deep undergraduate engagement in research. TCNJ has shown an enduring commitment to the integration of teaching and research and is substantially investing in its future. Notably, over \$90 million is currently being invested in new science, technology, engineering, and mathematics (STEM) infrastructure projects, including (a) the construction of a new STEM building (which will house Computer Science, Biomedical Engineering, and Mechanical Engineering) and a new Chemistry addition (both will be completed by 2017) and (b) renovations of our existing science buildings. We are working with an internationally regarded architectural firm that specializes in science and engineering buildings and incorporates best practices in design and

pedagogy. In addition to these capital improvement projects, recent and current investments in scientific instrumentation by TCNJ as well as several federal and state instrumentation grants have allowed us to purchase approximately \$5 million of new instrumentation in the School of Science, significantly expanding the equipment available for the integrated pedagogical and research efforts of our faculty and undergraduate students.

For more information about the School of Science, please visit <http://science.tcnj.edu/>.

About TCNJ

Founded in 1855, TCNJ is a highly selective institution that has earned national recognition for its commitment to excellence. Emphasizing a residential experience for its approximately 6,400 undergraduates, TCNJ is one of *Barron's* 75 “Most Competitive” American colleges, and *U.S. News & World Report's* No. 1 public institution of its kind in the northern region of the country. The College also offers focused graduate programs in Nursing, Education, and English. TCNJ was awarded, in 2006, a Phi Beta Kappa chapter—an honor shared by less than 10 percent of colleges and universities nationally. A strong liberal arts core forms the foundation for programs offered through TCNJ's seven schools—Arts and Communication; Business; Education; Engineering; Humanities and Social Sciences; Nursing, Health, and Exercise Science; and Science. TCNJ faculty members are teacher-scholars who share a commitment to liberal learning. TCNJ is located within an hour, by train, of New York City and Philadelphia. The College's campus is set on 289 tree-lined acres in suburban Ewing Township and is known for its natural beauty. TCNJ has 39 major buildings, including the 4th-best college library in the nation, according to the *Princeton Review*. For more information about TCNJ, please visit www.tcnj.edu.