**Research Collaboration Coordinator, UMass-Amherst**

The Research Collaboration Coordinator (RCC) works as part of a team to support the 5-year UMass NSF ADVANCE Institutional Transformation grant project. The RCC will: plan and execute activities for building university-wide collaborative faculty research networks with an emphasis on outreach to women and faculty of color; identify grant opportunities and develop goals for collaboration and equity; research, develop, and manage resources for collaboration including the online ADVANCE information base website; partner with the ADVANCE team and other campus partners to plan and execute yearly surveys of faculty to identify key research interest areas, current projects, technical skills/methodologies, instruments, and interest in meeting potential on-campus collaborators; manage selection and distribution of internal grant seed funding and reporting on the grant activities and compliance; provide ongoing support for collaborative faculty teams to develop seed funding initiatives.

Minimum Qualifications: bachelor’s degree with two years of project management or administration experience; excellent computer proficiency including word processing, spreadsheet, cloud-based data storage and file sharing, and database management skills; ability to successfully interact and work collaboratively with faculty from a wide variety of disciplines and backgrounds, and to understand and identify their needs and translate into programmatic solutions; superlative communication ability, with excellent writing, editing, and presentation skills; strong initiative and the ability to plan, organize, manage, and execute multiple complex projects in a fast-paced environment. Preferred Qualifications: master’s degree and experience contributing to collaborative research projects.

Apply to: http://careers.umass.edu/amherst/en-us/job/496479/research-collaboration-coordinator-issr. Provide a cover letter, resume/CV, and the name, position, email address, and telephone number of 3 persons to provide referrals. Review of applications will begin December 10, 2018 until a suitable applicant pool has been found.

UMass Amherst is committed to a policy of equal opportunity without regard to race, color, religion, gender, gender identity or expression, age, sexual orientation, national origin, ancestry, disability, military status, or genetic information in employment, admission to and participation in academic programs, activities, and services, and the selection of vendors who provide services or products to the University.  To fulfill that policy, UMass Amherst is further committed to a program of affirmative action to eliminate or mitigate artificial barriers and to increase opportunities for the recruitment and advancement of qualified minorities, women, persons with disabilities, and covered veterans.  It is the policy of the UMass Amherst to comply with the applicable federal and state statutes, rules, and regulations concerning equal opportunity and affirmative action.