



Pre-Award Manager – Sponsored Programs

The Opportunity:

The [WiSys](#) Pre-Award Manager – Sponsored Programs plays a key role in delivering programming on preparing persuasive grant proposals to faculty, staff and students at the University of Wisconsin – System Campuses, specifically [UW-Oshkosh](#), [UW-Parkside](#), and [UW-Platteville](#). This position is responsible for counseling faculty and staff on proposal preparation and recommending best practice policies and procedures to promote a culture of research.

Key responsibilities include:

- Recognize institutional barriers and expectations of faculty research and scholarship and then develop programs and incentives to stimulate grant seeking activity
- Provide education and counsel to research administrators on primarily pre-award research administration topics
- Discuss with research administrators approaches to effectively engaging faculty and staff in individual and collaborative grant seeking and manage the pre-award process
- Work collaboratively with WiSys staff and assist the WiSys President as requested

Qualifications:

We are seeking candidates with the proven ability to communicate and build rapport with university faculty, staff and students; knowledge of fundamental concepts, practices and procedures of research administration and the pre-award process; competency in proposal development and budget preparation and review; and strong presentation, training and facilitation skills. Experience in grants or sponsored program administration or relevant experience in a higher education setting is required. A bachelor's degree in a scientific or related field required, while an advanced degree is preferred. Travel is required.

To Apply:

Qualified individuals interested in this opportunity are required to submit a **cover letter and resume as one document** via the online career portal within the career section at: <http://www.wisys.org/about-us/careers>

The Organization:

WiSys helps researchers and innovators from the statewide 11 four-year comprehensive campuses identify innovative technologies and bring them to the marketplace. To achieve this, last year alone WiSys awarded over \$600,000 in grant funds across the UW system. This led to 64 innovations disclosed to WiSys and 12 patents issued. WiSys also coordinates several annual events geared toward innovation, research, and enhancing the student experience. To learn more about WiSys, please visit <http://wisys.org/>

VALUES



WiSys supports and promotes a diverse and inclusive work environment, and offers competitive salary and benefits.