

Proposal Consultant

Posting Details

Position Details

Employee Type	AP-Administrative Professional
University Title	Coordinator
Working Title	Proposal Consultant
College/Area	Office of Research
Department	Advancement and Partnerships
Department Link	orap.wsu.edu
Position Number	121820
Hiring Unit	Office of Research Advancement & Partnerships
Work Location	Pullman
Zip Code	99164
This position is in a Bargaining Unit	No

Summary of Duties

The Proposal Consultant will facilitate the proposal development process from pre-request for proposal (RFP) activities through proposal submission including, but not limited to, creation of development schedule, coordination of milestones, management of internal deadlines, organization of meetings, and completion of forms related to proposal submission.

The incumbent will work with principal investigators to develop non-technical proposal sections, such as resources, facilities, project management, past performance, outreach, and evaluation as well as edit proposals across subjects and technical areas.

The incumbent will coordinate internal reviews and will create and maintain a process for incorporation of review feedback into the proposal.

The incumbent will develop and maintain templates for the proposal library of content for use by others and will also provide support as needed on post-submission requests by sponsor and/or other offices.

Additional Information	View the Benefits overview for information regarding competitive benefits available.
Appointment Status	Permanent
Job Appointment (FTE%)	100
Position Term in Months	12
Monthly Salary	Commensurate with Experience

Position Qualifications

Required Qualifications

A Bachelor's degree in a field relevant to area of specialization and three (3) years of experience directly related to the specialty area. Any combination of relevant education and experience may be substituted for the educational requirement on a year-for-year basis.

Additional Requirements A Bachelor's degree in science, math, or engineering field.
Three years of proposal writing experience with federal and non-federal sponsors for extramural applications.
Experience successfully developing single investigator research proposals.
Valid driver's license required.
Ability to work outside normal business hours (Monday through Friday, 8:00 a.m.-5:00 p.m.). May require travel outside the Pullman area.

Preferred Qualifications Masters or PhD degree demonstrating general knowledge of various technical fields.
General experience in a wide range of disciplines; business, administration, legal, accounting, grants management.
Familiarity with major federal and non-federal sponsors that support university research and scholarship.
Ability to provide supportive leadership, clear communication in a team-based environment.

Will this position require a background check? This position has been designated by the department to require a background check

Posting Detail Information

Open Date 07/12/2019

Close Date 07/28/2019

Open Until Filled No

Special Instructions to Applicants Applicants must attach the following documents to their online application: 1) resume and 2) cover letter.
Application materials should clearly communicate how the applicant meets all required qualifications and additional requirements.
Applicants are **required** to include contact information for *at least three (3)* professional references in the application

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WSU is committed to providing access and reasonable accommodation in its services, programs, activities, education and employment for individuals with disabilities. To request disability accommodation in the application process, contact Human Resource Services: 509-335-4521(v), Washington State TDD Relay Service: Voice Callers: 1-800-833-6384; TDD Callers: 1-800-833-6388, 509-335-1259(f), or hrs@wsu.edu.

Posting Number 20135417P

Applicant Documents

Required Documents

1. Resume
2. Cover Letter

Optional Documents

Posting Supplemental Questions

Required fields are indicated with an asterisk (*).

1. * The classification requirements for this position are a Bachelor's degree in a field relevant to the area of specialization; AND three (3) years of experience directly related to the specialty area. Any combination of relevant education and experience may be substituted for the educational requirement on a year-for-year basis. Do you meet these classification requirements?
 - Yes
 - No
2. * Do you have, or can you obtain by time of hire, a valid Driver's License?
 - Yes – Issued by the State of Washington
 - Yes – Issued by the State of Idaho
 - Yes – Issued by another State
 - No
3. * Are you able to work a flexible schedule including some weekends and/or holidays?
 - Yes
 - No
4. * Are you able and willing to travel, including overnight?
 - Yes
 - No