



[Job search](#)
[About ASU](#)
[Customer Assistance](#)
[Candidate Zone](#) ▼
 [Sign Out](#)

⊕ [Back](#)

Research Advancement Manager

55971BR

Campus: Tempe

Research Advancement Manager

Job Description

The School of Life Sciences (SOLS) is in search of a dynamic **Research Advancement Manager** (RAM) within the Research Advancement (RA) office. The primary role of the RA staff is to support research funding in SOLS by means of assisting in proposal preparation by faculty, identifying proposal opportunities, etc. The RAM will be responsible for supervising departmental research advancement staff and providing training, both internally and externally. The RAM will be responsible for defining tasks, responsibilities and outcomes, and for documenting activities and tracking progress of the RA office. The RAM will also assist in resource planning to meet the needs of projects and/or department goals, and may provide recommendations to upper-level management and will prepare complex analysis of trends and metrics to assist in unit decisions. The RAM will interact with senior internal and external personnel on significant technical matters.

Under administrative direction of the Associate Director for Research in SOLS, this individual will also:

- (1) work with department faculty to develop and submit funding proposals to various federal and state agencies, foundations, and industrial firms,
- (2) assist in identifying funding opportunities that support departmental research goals,
- (3) work with the Office of Research and Sponsored Project Administration (ORSPA) to negotiate grants and contracts,
- (4) assist ORSPA with administration of awards,
- (5) advise Principal Investigators (PIs) on financial management issues, and
- (6) resolve complex problems with PIs, internal offices, and sponsors.

Job Family

Research Operations

Department Name

Sols Administration & Faculty

Full-Time/Part-Time

Full-Time

VP Code

EXEC VP/PROVOST

Scope of Search

Open

Grant Funded Position

This is not a grant funded position and is not contingent on future grant funding.

Salary Range

\$68,000 - \$85,000 per year; DOE

Close Date

14-October-2019

Category

03

Essential Duties

- Ensure smooth and seamless operation of the Research Advancement office, meeting the needs of PIs, the unit, the university, and granting agencies
- Provide appropriate and continuous training to RA personnel to optimize staff performance
- Provide pre- and post-award guidance to RA staff
- Be involved in all aspects of work in the RA office as needed
- Provide proposal/grant reports and funding overviews to others in SOLS
- Perform other duties as assigned

Minimum Qualifications

Bachelor's degree in a related field. Seven years experience in any combination of the following areas: procurement (federal, state, or industrial), proposal submissions, contract negotiation, grant and contract administration and financial administration; which includes two years of supervisory experience, OR Any equivalent combination of education and/or experience from which comparable knowledge, skill and abilities have been achieved.

Desired Qualifications

- Knowledge of all functions and operations in a Research Advancement office
- Evidence of being team oriented
- Ability to effectively respond to highly complex situations involving numerous and sometimes competing university constituencies
- Experience in using critical thinking and problem-solving skills
- Adept at navigating highly complex environments with evolving priorities and communication plans
- Ability to influence resolution of complex issues to achieve outcomes
- Experience in being a problem solver who can take initiative and set priorities while being flexible
- Ability to understand user needs, requirements and requests to identify priorities
- Evidence of collegial interpersonal skills
- Ability to communicate effectively in person, writing, and by phone
- Skilled in establishing, nurturing, and maintaining effective professional working relationships

Working Environment

- Activities are primarily performed in a regular, climate controlled office setting subject to extended periods of sitting.
- Use office equipment including a desktop computer.
- Lift up to 20 pounds.
- Clearly communicate to perform essential duties.
- Work both independently or within a complex structured team.
- May determine methods and procedures on new assignments and may provide guidance to unit personnel.
- Exercise judgment within broadly defined practices and policies in selecting methods, techniques and evaluation criteria for obtaining results.
- Receive managerial review of results and objectives.

Department Statement

The School of Life Sciences (SOLS) has provided a vital hub for creative excellence at Arizona State University, with more than 670 faculty, graduate students, postdoctoral fellows and staff, and research that ranges from studies on biodiesel and biohydrogen to vaccine development and the conservation of whales. As ASU's first academic unit to fully reflect President Michael Crow's integrated, interdisciplinary vision for the New American University, the School of Life Sciences offers active and evolving platforms for collaborative, cutting-edge research and faculty whose discovery is freed from traditional institutional boundaries.

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

AmeriCorps, Peace Corps, and other national service alumni are encouraged to apply.

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.

Notice of Availability of the ASU Annual Security and Fire Safety Report

In compliance with federal law, ASU prepares an annual report on campus security and fire safety programs and resources. ASU's Annual Security and Fire Safety Report is available

online at <https://www.asu.edu/police/PDFs/ASU-Clery-Report.pdf>. You may request a hard copy of the report by contacting the ASU Police Department at 480-965-3456.

Relocation Assistance – For information about schools, housing child resources, neighborhoods, hospitals, community events, and taxes, visit <https://cfo.asu.edu/relocation-services>.

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.

Please include all employment information in month/year format (e.g., 6/88 to 8/94), job title, job duties and name of employer for each position.

Resume and cover letter should clearly illustrate how prior knowledge and experience meets the Minimum and Desired qualifications of this position.

ASU does not pay for travel expenses associated with interviews, unless otherwise indicated.

Only electronic applications are accepted for this position.

IMPORTANT NOTE: What is the meaning of “equivalent combination” in the minimum qualifications? It means one year of higher education or 24 credit hours, is equal to one year of experience. For example, a four year Bachelor’s degree is equal to four years of experience.

Apply to job

Save

[Accessibility](#) | [Privacy](#) | [Terms of Use](#) | [Browser Support](#)