



University of Wisconsin-Milwaukee
College of Engineering & Applied Science
Research Office

Vacancy Announcement
Research Support Manager

To further enhance the research proposals success rate and the current level of funded research, the College of Engineering & Applied Science (CEAS) at the University of Wisconsin-Milwaukee (UWM) seeks to employ a Research Support Manager with experience in coordinating scientific/technical grant proposals. The college's educational and research functions are conducted by 65 faculty members and 50 staff members in seven engineering and computer science departments. Securing and conducting funded research is an essential component of the faculty's responsibilities and a major goal of the college and university.

Who We Are:

UWM, a doctoral/research intensive university, is Wisconsin's premier public urban university and offers a comprehensive liberal arts and professional education at the undergraduate and graduate level to over 25,000 students. UWM takes pride in being a student-centered institution that is deeply committed to diversity in its student body, faculty and staff, and programs. Our tree-lined, 104-acre campus is located on Milwaukee's upper-east-side, one of the city's most attractive residential areas and home to many faculty, staff, and students. For more information, please visit our website at www.uwm.edu

What We Offer:

- **Innovative, collaborative, and casual-work environment with flexible work/life balance schedules**
- **Challenging and progressive career development**
- **Competitive salary based on qualifications and experience**
- **Excellent comprehensive benefits package**
- **On-site health & wellness programs**
- **On-site affordable day care**
- **Best practice PTO policies and paid holidays**
- **Open communication, recognition programs, and team-building events**
- **And much more to motivated, results-oriented individuals who want to make a real difference in their community and role**

What You'll Do:

The Research Support Manager will be responsible for grant development and proposal support including working collaboratively with faculty to develop grant proposals that support the mission and goals of CEAS and UWM. Additionally, they will monitor key sources of grant funding opportunities, summarize, and disseminate this information that aligns with college needs and individual interests to faculty. Major responsibilities will include:

Proposal Development (75%)

Responsible for grant development and proposal support including working collaboratively with faculty to develop grant proposals that support the mission and goals of CEAS and UWM. Capable of writing persuasive, clear, and concise proposals.

Grant Research and Monitoring (25%)

Monitor key sources of grant funding opportunities, summarize and disseminate this information that aligns with college needs and individual interests to faculty.

Minimum Qualifications:

- Two years of related experience of grant management/support
- Bachelor's degree or higher
- Experience in writing research grant proposals in technical or higher education environment for submission to large state/federal agencies.
- Proficient in Microsoft Office programs and Adobe Acrobat.

Preferred Qualifications:

- Bachelor's degree (or higher) in either Science, Technology, Engineering, Mathematics, English or related field.
- Record of participating in successful sponsored funding from submission of scientific/technical grant proposals and/or business to business proposals.
- Evidence of proficient editing skills, including technical knowledge, grammar and format.
- Ability to learn and to explain technical information clearly, concisely, and accurately.
- Excellent organization skills, ability to manage a large variety of tasks and set priorities; highly detail-oriented and able to work under tight deadlines.
- Excellent communication skills, both oral and written including presentations to small and large groups.
- Evidence of excellent research, analysis, ability to develop new approaches/methods/techniques to resolve problems.
- Evidence of professional development activities such as membership in National Council of University Research Administrators or Certified Research Administrator (CRA).

How to Apply:

Interested applicants are required to apply online and provide:

- A cover letter addressing your education/experience as it applies to all minimum and preferred qualifications,
- A resume, and
- A document listing the names and contact information for three professional references.

In instances where the Search and Screen Committee is unable to ascertain from a candidate's application materials whether she/he meets any of the qualifications, they will be evaluated as not meeting such qualifications. UWM will not consider paper, emailed or faxed applications. Apply electronically at <https://jobs.uwm.edu/postings/30558> by the application deadline date of **April 18, 2021**. Questions about this position should be directed to Soi Oh at oh6@uwm.edu.

UWM is an AA/EO employer: All applicants will receive consideration for employment without regard to race, color, national origin, religion, sex, sexual orientation, gender identity/expression, disability, or protected veteran status.