

## Program Technician 2: Proposal Manager

### Position Details

#### Position Information

Department	College of Engineering (ENG)
Classification Title	Program Technician 2
Job Title	Program Technician 2: Proposal Manager
Appointment Type	Classified Staff
Job Location	Various Locations
Benefits Eligible	Full-Time, benefits eligible
Remote or Hybrid option?	Yes
Employment Category	Regular
Job Summary	<p><b>This recruitment will be used to fill one full-time Program Technician 2: Proposal Manager position for the College of Engineering at Oregon State University (OSU).</b></p> <p>As part of the OSU Engineering Research Administration team, this position provides grant proposal support (pre-award) for over 200 faculty and researchers in the College of Engineering (COE) and serves as a trusted resource for matters related to external funding (sponsored programs). The incumbent develops and maintains an in-depth knowledge of university and funding agency requirements as well as application and award processes, and confers with others to clarify rules and guidelines.</p> <p>The incumbent applies their skills and expertise to reduce the administrative burden on researchers, thus expanding our researchers' capacity to successfully obtain and manage grant funding. They prepare and review budget, administrative, and other support components of grant applications to meet specific funding opportunity guidelines, usually with strict deadlines. The incumbent is expected to partner with researchers to prepare and submit proposals, providing excellent customer service and nurturing positive and productive relationships while managing multiple deadlines.</p> <p>This position works independently in a team-supported environment and reports to the Director of Engineering Research Administration. Extensive interactions are required with researchers, the Engineering Research Administration team, other university offices, and external funding agencies within complex institutional settings. This position can be fully remote, in-person, or hybrid with a flexible work schedule (<a href="https://hr.oregonstate.edu/remote-work">https://hr.oregonstate.edu/remote-work</a>).</p> <p>The College of Engineering (COE) is committed to building a community of faculty, staff, and students that is increasingly inclusive, collaborative, and diverse. This position will help create and sustain a welcoming college climate to support a sense of belonging as well as equitable learning and research experiences.</p>
Why OSU?	<p><b>Working for Oregon State University is so much more than a job!</b></p> <p>Oregon State University is a dynamic community of dreamers, doers, problem-solvers and change-makers. We don't wait for challenges to present themselves — we seek them out and take them on. We welcome students, faculty and staff from every background and perspective into a community where everyone feels seen and heard. We have deep-rooted mindfulness for the natural world and all who depend on it, and together, we apply knowledge, tools and skills to build a better future for all.</p> <p><b>FACTS:</b></p> <ul style="list-style-type: none"><li>• Top 1.4% university in the world</li><li>• More research funding than all public universities in Oregon combined</li><li>• 1 of 3 land, sea, space and sun grant universities in the U.S.</li></ul>

	<ul style="list-style-type: none"><li>• 2 campuses, 11 colleges, 12 experiment stations, and Extension programs in all 36 counties</li><li>• 7 <a href="#">cultural resource centers</a> that offer education, celebration and belonging for everyone</li><li>• 100+ undergraduate degree programs, 80+ graduate degrees plus hundreds of minor options and certificates</li><li>• 35k+ students including more than 2.3k international students and 10k students of color</li><li>• 217k+ alumni worldwide</li><li>• For more interesting facts about OSU visit: <a href="https://oregonstate.edu/about">https://oregonstate.edu/about</a></li></ul> <p><b>Locations:</b></p> <p>Oregon State has a statewide presence with campuses in Corvallis and Bend, the OSU Portland Center and the Hatfield Marine Science Center on the Pacific Coast in Newport.</p> <p>Oregon State's beautiful, historic and state-of-the-art main campus is located in one of America's best college towns. Corvallis is located close to the Pacific Ocean, the Cascade mountains and Oregon wine country. Nestled in the heart of the Willamette Valley, this beautiful city offers miles of mountain biking and hiking trails, a river perfect for boating or kayaking and an eclectic downtown featuring local cuisine, popular events and performances.</p> <p><b>Total Rewards Package:</b></p> <p>Oregon State University offers a <a href="#">comprehensive benefits package</a> with benefits eligible positions that is designed to meet the needs of employees and their families including:</p> <ul style="list-style-type: none"><li>• Medical, Dental, Vision and Basic Life. OSU pays 95% of premiums for you and your eligible dependents.</li><li>• Free confidential mental health and emotional support services, and counseling resources.</li><li>• Retirement savings paid by the university.</li><li>• A generous paid leave package, including holidays, vacation and sick leave.</li><li>• Tuition reduction benefits for you or your qualifying dependents at OSU or the additional six Oregon Public Universities.</li><li>• Robust Work Life programs including Dual Career assistance resources, flexible work arrangements, a Family Resource Center, Affinity Groups and an Employee Assistance Program.</li><li>• Optional lifestyle benefits such as pet, accident, and critical illness insurance, giving you peace of mind and the support you need to thrive in all aspects of your life.</li></ul> <p>Future and current OSU employees can use the <a href="#">Benefits Calculator</a> to learn more about the full value of the benefits provided at OSU.</p>
<b>Key Responsibilities</b>	<p><b>75% Grant Application Development and Submission</b></p> <p><b>15% Communication and Documentation</b></p> <p><b>10% Process Improvement, Outreach, Professional Development</b></p>
<b>What We Require</b>	<p>Two years of experience with responsibility for program or project monitoring and coordination. The experience must have included program evaluation responsibility. Preference may be given to individuals with experience in specialty areas specific to the position opening.</p>
<b>What You Will Need</b>	<ul style="list-style-type: none"><li>• Demonstrated strong organizational skills with the ability to take initiative, prioritize work across multiple projects, and meet strict deadlines.</li><li>• Demonstrated ability to evaluate programs by analyzing processes, identifying problems, and working collaboratively with stakeholders to develop solutions.</li><li>• Demonstrated ability to interpret, explain, and implement complex information.</li><li>• Effective verbal and written communication skills with strong attention to detail.</li><li>• Demonstrated basic experience in Microsoft Excel or other spreadsheet software for numerical calculations, including skills such as cell formatting, sorting, and creating formulas.</li><li>• Demonstrated ability to work independently, effectively, and accurately with occasional interruptions.</li><li>• Demonstrated ability to collaborate effectively with individuals and small groups to produce timely results.</li><li>• Demonstrated ability to communicate in a manner that shows respect and inclusivity for all co-workers and internal customers.</li><li>• Ability to do basic computer troubleshooting with support from OSU IT.</li></ul>

	This position is designated as a critical or security-sensitive position; therefore, the incumbent must successfully complete a criminal history check and be determined to be position qualified as per University Standard: 05-010 et seq. Incumbents are required to self-report convictions and those in youth programs may have additional criminal history checks every 24 months.
<b>What We Would Like You to Have</b>	<ul style="list-style-type: none"><li>• Demonstrated ability to remain compassionate and solution-focused when faced with multiple deadlines and delays outside of your control.</li><li>• Bachelor's degree or higher with coursework in Engineering, Science, Mathematics, Finance, Accounting, or a related field, or equivalent experience.</li><li>• Two years of work experience coordinating grants and contracts in an engineering, science, or other related team-based setting (academic, private, non-profit, or industry).</li><li>• Demonstrated ability to take initiative, problem solve, learn new things and keep growing.</li><li>• Experience working in an institution of higher education.</li><li>• Demonstrated intermediate expertise in Microsoft Excel or other spreadsheet software for calculations, including skills such as creating complex formulas, filtering, tables, drop down lists, conditional formatting, or similar.</li><li>• Work experience in a research setting – OR – Experience working with researchers on sponsored program activities or proposal development and preparation.</li><li>• Experience with budget development – OR – Experience with online proposal submission processes to federal funding agencies, state agencies, foundations, industry, or other sponsors.</li></ul>
<b>Working Conditions / Work Schedule</b>	Fully remote and/or hybrid work is possible, as agreed upon by the employee and supervisor. Remote/hybrid work requires a reliable, high-speed internet connection. Flexible schedules can be arranged.
<b>Pay Method</b>	Hourly
<b>Pay Period</b>	16th - 15th of the following month
<b>Pay Date</b>	Last working day of the month
<b>Min Salary</b>	\$28.25
<b>Max Salary</b>	\$43.32
<b>Link to Position Description</b>	<a href="https://jobs.oregonstate.edu/position_descriptions/161856">https://jobs.oregonstate.edu/position_descriptions/161856</a>
Posting Detail Information	
<b>Posting Number</b>	P05046CT
<b>Number of Vacancies</b>	1
<b>Anticipated Appointment Begin Date</b>	01/20/2025
<b>Anticipated Appointment End Date</b>	
<b>Posting Date</b>	11/13/2024
<b>Full Consideration Date</b>	
<b>Closing Date</b>	12/05/2024
<b>Indicate how you intend to recruit for this search</b>	Competitive / External - open to ALL qualified applicants
<b>Special Instructions to Applicants</b>	Applications will be reviewed based on the information submitted on the employment profile with education and work history along with any other requested documentation i.e. posting specific question responses, transcripts, etc. <b>Your profile MUST clearly show how you meet the minimum/required qualifications for the position.</b> Resumes are NOT accepted

at the application stage for this position.

Equivalent required experience is based on full-time equivalent (40 hours per week).

**PLEASE NOTE:** If you have volunteer experience relevant to this position, please include in the Employment History section and note length of time, average number of hours per week and major duties.

Typically, the starting salary is at the lower end of the salary range.

For additional information please contact:

Susan Cao  
[susan.cao@oregonstate.edu](mailto:susan.cao@oregonstate.edu)

OSU commits to inclusive excellence by advancing equity and diversity in all that we do. We are an Affirmative Action/Equal Opportunity employer, and particularly encourage applications from members of historically underrepresented racial/ethnic groups, women, individuals with disabilities, veterans, LGBTQ community members, and others who demonstrate the ability to help us achieve our vision of a diverse and inclusive community.

OSU will conduct a review of the National Sex Offender Public website prior to hire.

OSU is a fair chance employer committed to inclusive hiring. We encourage applications from candidates who bring a wide range of lived experience including involvement with the justice system. This job has "critical or security-sensitive" responsibilities. If you are selected as a finalist, your initial job offer will be contingent upon the results of a job-related pre-employment check (such as a background check, motor vehicle history check, sexual misconduct reference check, etc.). Background check results do not automatically disqualify a candidate. Take a look at our [Background Checks](#) website including the [for candidates](#) section for more details. If you have questions or concerns about the pre-employment check, please contact OSU's Employee and Labor Relations team at [employee.relations@oregonstate.edu](mailto:employee.relations@oregonstate.edu).

## Supplemental Questions

Required fields are indicated with an asterisk (\*).

1. \* How has your background prepared you for this position as described? (Please note that any formatting in your response will be removed by the system.)  
(Open Ended Question)
2. \* OSU has a strong commitment to diversity, equity, and inclusion. How do you adapt your approach when interacting with people different from yourself? (Please note that any formatting in your response will be removed by the system.)  
(Open Ended Question)
3. \* What else would you like us to know about your knowledge, skills, and experience as it relates to this position? (Please note that any formatting in your response will be removed by the system.)  
(Open Ended Question)

## Documents Needed to Apply

### Required Documents

### Optional Documents

1. VETERANS ONLY: Must provide proof of Veteran Status (DO NOT upload any unrelated documentation - information uploaded to this field will be removed once reviewed)