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Pre-Award Research Coordinator

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Hybrid



Corvallis (Main Campus)



Full time



Posted 15 Days Ago



End Date: August 19, 2026 (19 days left to apply)



JR0000090

Department:

College of Forestry

Special Instructions to Applicants:

To ensure full consideration, applications must be received by August 5, 2026. Applications will continue to be accepted after the full consideration date, until a sufficient applicant pool has been achieved or the position is filled. The closing date is subject to change without notice to applicants.

When applying you will be required to attach the following electronic documents:

- 1) A resume/CV; and
- 2) A cover letter indicating how your qualifications and experience have prepared you for this position.

Starting salary will be commensurate with skills, education, and experience.

For additional information please contact:

Adrienne Wonhof

adrienne.wonhof@oregonstate.edu

Job Summary:

The College of Forestry is seeking a Pre-Award Research Coordinator. This is a full-time (1.00 FTE), 12-month, professional faculty position.

The [College of Forestry](#) at Oregon State University is home to one of the top-ranked forestry programs in the world, with a research portfolio spanning natural resources, forest ecosystems, wood science, and sustainable land management. Joining our [sponsored programs team](#) means working at the intersection of [world-class science and real-world impact](#), supporting faculty whose research shapes policy and practice across the Pacific Northwest and beyond.

As Pre-Award Research Coordinator, you'll be a trusted partner to principal investigators from the earliest stages of proposal planning through award setup, translating complex agency requirements into clear, actionable guidance. You'll work across a wide range of scientific disciplines, build expertise in federal and state grants administration, and see the direct impact of your work as proposals move from idea to funded research. This role offers significant autonomy and the chance to shape processes and tools that make sponsored programs support stronger for the whole college, all within a team environment that values your judgment and initiative.

KEY RESPONSIBILITIES:

- Serve as the primary pre-award resource for College of Forestry faculty, guiding proposal development from concept through submission and award setup.
- Interpret sponsor guidelines and federal/state regulations to ensure proposals meet agency and university compliance requirements.
- Develop and review proposal budgets and budget narratives, including labor, fringe, indirect costs, subawards, and cost share.
- Manage multiple concurrent grant applications and deadlines, coordinating timelines with PIs and research teams across a college-wide portfolio.
- Prepare, route, and submit proposals through OSU and agency systems, ensuring accuracy and on-time delivery.
- Build and maintain relationships with OSU research administrators and external funding agencies to resolve issues and support compliance.
- Contribute to strategic growth of the College's sponsored programs portfolio through workshops, training, and process improvements.

Qualifications:

Required Qualifications:

- Bachelor's degree in natural resources, STEM or related field and a minimum of three years of experience in sponsored programs administration, including proposal development, budget preparation, and submission to federal or other external funding agencies; OR five years of comparable experience in a research administration or grants management role.
- Demonstrated experience preparing proposal budgets including estimation of labor, fringe, indirect costs, subawards, and other direct expenses.

- Demonstrated experience with proposal routing and submission systems such as Grants.gov, research.gov, Assist, or comparable platforms.
- Demonstrated communication and interpersonal skills, including the ability to collaborate across teams and units, and to translate complex regulatory requirements for faculty and research staff.
- Demonstrated ability to manage multiple concurrent grant applications with competing deadlines in an environment requiring significant independent judgment and project management skills.
- Proficiency with Microsoft (MS) Office suite and in particular, proficiency with budgeting within MS Excel.

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.

Preferred Qualifications:

- Demonstrated knowledge of federal grant requirements and regulations, including Uniform Guidance and requirements of major research funding agencies such as USDA, NSF, or DOE.
- Experience developing and implementing proposal tracking systems or pipeline management tools to support a high-volume research portfolio.
- Experience in preparing proposals for federal funding agencies.
- Demonstrated understanding of scientific and technical processes, especially in disciplines related to forestry, natural resources, biological sciences, engineering, or closely related discipline.
- Demonstrated ability to communicate expectations, timelines and milestones to achieve submission objectives.
- Demonstrated ability to communicate and enforce compliance requirements clearly and diplomatically, including delivering unwelcome information to faculty, administrators, and other stakeholders.

Working Conditions/Schedule:

Working Conditions: Sitting for long periods of time in an office setting. Occasional after-hours or weekend work required. Occasional travel for conferences and meetings, and work outdoors to visit research sites. Work from home/remote agreement possible with approval from supervisor.

Salary Range:

\$62,000-\$89,000

Anticipated Start Date:

2026-08-31

Anticipated End Date:

We are an Equal Opportunity Employer, including disability, protected veteran, and other protected status.

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. If this position has "critical or security-sensitive" responsibilities and/or driving duties and 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.

Why OSU?



Working for Oregon State University is so much more than a job!

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

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EEO Commitment

We are an Equal Opportunity Employer, including disability, protected veteran, and other protected status.

Pay Transparency Policy Statement

The contractor will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is a) in response to a formal complaint or charge, b) in furtherance of an

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Disability Accommodation

At Oregon State University, no qualified person shall, solely by reason of disability, be denied access to, participation in, or the benefits of, any program or activity operated by the University. If requested, OSU will provide reasonable accommodation to applicants in order to provide access to the application, interviewing and selection process. You are not required to note the presence of a disability on your application to receive an accommodation. Please request any reasonable accommodations for disability as early as possible in the application and search process. Requests may be

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Title IX Statement

Oregon State University, in compliance with state and federal laws and regulations, including Title IX and its regulations, does not unlawfully discriminate and prohibits discrimination in any education program or activity that it operates, including in academic admissions and employment. The university prohibits unlawful discrimination on the basis of age, race, color, religion, sex, sexual orientation, gender identity or expression, national origin (including ancestry and ethnicity), citizenship, marital or family status, pregnancy or related conditions, disability, genetic information, protected veteran

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