Position Announcement

ASSISTANT DIRECTOR OF SPONSORED PROGRAM DEVELOPMENT
Office of Agricultural Research Programs
Purdue University

The Office of Agricultural Research Programs at Purdue University is searching for an exceptional candidate to fill the position of Assistant Director of Sponsored Program Development. The primary responsibility of this position will be to help individuals and programs in the college identify and secure extramural funding. This is a full-time Administrative/Professional position reporting to the Director of Agricultural Research Programs (ARP).

Responsibilities:

• The incumbent is expected to facilitate sponsored program development in the College of Agriculture with emphasis on promoting inter-disciplinary and multi-institutional research.
• Work with the Director and granting agencies to identify funding opportunities and communicate these to faculty and staff. Organize and manage opportunities for faculty, workshops, and meetings with industry or government representatives, and internal competitive grant programs.
• Foster and manage relationships between investigators, Sponsored Program Services staff, business/budget managers, Discovery Park, and the Office of the Vice President for Research. Responsibilities here include proposal editing, and providing leadership for the overall organization and management of large, multi-investigator proposals and site visits.
• Help the Director document progress towards meeting goals and obligations to federal and state agencies and the university. Assist in the management of communications to state and federal legislators and external stakeholders.
• Organize and lead new faculty orientation programs each year to familiarize faculty with ARP office activities and related university programs.

Qualifications: Candidates must have a Bachelors degree in Agriculture, Science, or related field with commensurate experience in proposal development and grantsmanship; Master’s degree is preferred. Candidates must have exceptional verbal and written communications skills and interpersonal skills. Must be able to understand and communicate complex scientific ideas clearly to a wide variety of audiences. A track record in building teams among key stakeholders and an entrepreneurial attitude is preferred. Must be able to work in an environment with limited supervision and under tight deadlines.

Salary: Negotiable and commensurate with educational qualifications and experience.

Applications: Review of Applications will begin March 15, 2006, and will continue until a suitable candidate is selected. Please apply via online application link http://www.purdue.edu/hr/Employment/path.htm and reference posting number 1140.207.0602

For additional information regarding this position, contact Dr. Rich Linton 765-494-6481 or linton@purdue.edu

Purdue University is an equal opportunity, equal access, affirmative action employer fully committed to achieving a diverse workforce.