Assistant Director for Research and Training Initiative (RTI) at the School of Life Sciences, Arizona State University, Tempe, AZ

An Assistant Director for RTI position is available at the School of Life Sciences at the Arizona State University (ASU), Tempe location. Under general direction, assists in the development of large multi-author proposals and development of idea hubs. This individual will initiate discussion with faculty on their research goals and needs and partner with them through the entire proposal cycle. It will identify research opportunities that will fit the interests and potential of SOLS faculty. Reports to the Associate Director of Research and Training Initiatives of the School of Life Sciences. Reports to the Associate Director of Research and Training Initiatives. Responsibilities include: Assists in identifying new funding sources from a variety of agencies or other private foundations and organizations; disseminates information on funding opportunities to staff, researchers and faculty partners; Researches, reviews and interprets requests for proposals and funding guidelines from government agencies and foundations to determine if appropriate and optimal response format; Consults with faculty to provide technical advice in the area of proposal presentation and dissemination of information that can be used in the grant proposal revision process; and consolidates, writes, edits, or rewrites proposal input; assists in development of proposals with emphasis on sponsor/grant identifications and budget preparation; interprets sponsoring agency guidelines to ensure compliance with guidelines and requirements.

Minimum qualifications are: Bachelor’s degree in a field appropriate to the area of assignment AND six (6) years of related administrative experience, which includes three (3) years of supervisory experience; OR, Ten (10) years of related administrative experience, which includes three (3) years of supervisory experience; OR, Any equivalent combination of education and/or experience from which comparable knowledge, skills and abilities have been achieved.

Those interested in applying should visit: https://cfo.asu.edu/hr-applicant and search for Requisition 18466BR. Position close date is 3:00PM Arizona time on December 31, 2015.