

## Associate Director of Pre-Award and Research Development Services

<b>Recruitment #:</b>	S2285
<b>Review Date:</b>	Immediate review   Open until filled
<b>Department:</b>	Sponsored Projects Office
<b>Annual Salary Rate:</b>	\$69,763 - \$82,074

### Position Summary:

The Associate Director of Pre-Award and Research Development Services position is responsible for management of all pre-award activities, is WOU's authorized representative on grant submissions, and assists university faculty and staff to identify, develop, and submit proposals for externally funded projects. The position is also responsible for campus-wide training and education on research development and pre-award processes. The Associate Director of Pre-Award and Research Development Services is a member of the SPO leadership team, working in close collaboration and coordination with the Associate Director of Award Management and Post-Award Services and reports to the Dean of Graduate Studies and Research.

[Click here](#) for the complete position description which includes knowledge areas and preferred qualifications.

### Minimum Requirements:

- Bachelor's Degree
- A minimum of 3 years of experience of work related to grants and contracts in one or more of the following areas: grant seeking, proposal development, or pre-award management; OR any equivalent combination of related experience, training and/or education from which the requisite knowledge, skills, and abilities have been achieved.

Women, Black, Indigenous and People of Color, veterans, people who identify as LGBTQ+, and people with disabilities are highly encouraged to apply for this position, even if they do not meet qualifications exactly as listed. We are most interested in finding the best person to fulfill this role within our university community, and that candidate may be someone with transferable skills and experience rather than exact qualifications.

**Required Application materials:** You may submit all materials online at [www.wou.edu/prostaffapp](http://www.wou.edu/prostaffapp)

1. WOU Employment Application form [available here](#) - unclassified/faculty
2. Cover Letter that addresses each qualification of the position.
3. Resume/CV
4. Review the Board Statement on [Diversity, Equity, Inclusion, and Accessibility](#) and respond to the following [Diversity questions](#)

### Additional Application information:

Contact information for three professional references will be requested from finalists. Western Oregon University only considers visa support for Tenure Track employees placed in specialized positions that are continuing regular university appointments for multiple years.

### Background/Education Check:

A criminal background check will be completed as a condition of employment. An education check will be processed for positions requiring a formal degree as a minimum requirement.

**Employee COVID-19 Vaccine Requirement:**

All WOU students and employees are required to be fully vaccinated against COVID-19. All newly hired employees must meet the vaccination requirement or file an exemption prior to their first day of employment.

**Benefits:**

Western Oregon University offers an excellent benefits package for eligible employees which includes 95% premium paid healthcare, a generous retirement and vacation package, and reduced tuition rates for employee, spouse or dependent at any of the Oregon Public Universities. <http://www.wou.edu/hr/benefits/>

**Equal Employment Opportunity:**

Western Oregon University is an equal opportunity employer that is committed to diversity, equity and inclusion in the workplace. We celebrate our inclusive work environment and encourage people of all backgrounds and perspectives to apply. We embrace our differences, and know that our diverse team is a strength that drives our success.

Western Oregon University is committed to developing a barrier-free recruitment process and work environment. If you require any accommodations, please email us at [employment@wou.edu](mailto:employment@wou.edu) and we will work with you to meet your accessibility needs.