POSITION: Proposal Development Specialist Trainee (PDS T); or Proposal Development Specialist I (PDS I); or Proposal Development Specialist II (PDS II)

LOCATION: Office of Research and Sponsored Programs, California State University, Chico

EMPLOYER: The employer is the CSU, Chico Research Foundation, a non-profit public benefit corporation. The Foundation is an auxiliary organization serving the University, including serving as the recipient of all University grants and contracts. Annually, the campus submits 450-500 proposals and receives awards of $25-30 million.

ESSENTIAL JOB FUNCTIONS: Reporting to the Director of Contracts and Development, Office of Research and Sponsored Programs (RESP), Division of Academic Affairs, CSU Chico. The incumbent will provide assistance to the campus community in the preparation and submission of grant and contract proposals to external funding sources. The incumbent provides services that take proposals from concept to proposal development and submission. Duties include: Working with faculty and others to identify funding sources; Interpreting and explaining funding agency, federal, regional and campus requirements and regulations; Developing and maintaining contacts with funding agencies; Engaging in program development activities with proposers at the conceptual stage; Preparing and reviewing budgets; Reviewing proposals for completeness, accuracy, and to ensure compliance with funding agency, campus, and other regulations; Securing approvals for submission; Serving as part of a team to make presentations and provide outreach and training to faculty, staff and collaborators on research opportunities and proposal preparation; Remaining current in the research administration profession. Work requires attention to detail throughout the process and ability to work independently in a deadline driven environment and to respond effectively under pressure.

EMPLOYMENT STANDARDS: PDS T candidate has little directly related experience, has good writing and interpersonal skills and possesses a bachelor’s degree from an accredited institution. Previous work history must demonstrate experience with budgeting, detailed work and writing, and ability to learn complex matters quickly. PDS I: In addition to the requirement for a PDS T, the PDS I requires three years of related work experience that demonstrates the ability to perform duties such as those described above. PDS II: Requires those elements found in PDS T & PDS I plus an additional three years of significant and directly related work experience preferably in a university or similar environment. Master’s degree preferred designation as a Certified Research Administrator is a plus. PDS-II functions with a minimal amount of supervision. All Levels: Require computer competency, preferably in a PC environment and proficiency in Microsoft Word, Excel, and PowerPoint. Must be able to work independently, learn quickly, be detailed oriented, and work in a team-oriented, deadline driven environment. Knowledge and abilities include writing and editing skills, the ability to understand and explain funding agency requirements and federal regulations, and service orientation.

DISCLOSURE OF CAMPUS CRIME STATISTICS
An annual security report disclosing crime statistics for California State University, Chico can be obtained by contacting the Chico State University Police Department (530) 898-5372 or by accessing the following Website: http://www.csuchico.edu/up.
COMPENSATION: PDS T: $17.00/hr plus full benefits
PDS I: $18.00-$20.00/hr commensurate with experience plus full benefits
PDS II: $3,500-$4,000/mo commensurate with experience plus full benefits
Benefits include options for health, vision and/or dental insurance; employer contributions to a 403(b) retirement plan (beginning year 2); employer-paid life and disability insurance; and vacation, sick leave, and holidays. The employer is the CSU, Chico Research Foundation, a non-profit corporation serving as an auxiliary organization of California State University, Chico. Employment is considered to be at-will.

APPLICATIONS: Applicants must submit a completed CSU, Chico Research Foundation application, cover letter, current resume and three professional references. Incomplete application packets will not be accepted. Open until filled. Application review begins November 28, 2016. Applications can be submitted:

BY MAIL: CSU, Chico Research Foundation
CSU, Chico, Building 25
Chico, CA 95928-5388

IN PERSON: CSU, Chico Research Foundation
25 Main Street, 2nd Floor suite 206
Chico, CA

BY EMAIL: rfhrjobs@csuchico.edu

BY FAX: (530) 898-3391

For questions, please contact the Research Foundation Human Resources office:

BY PHONE: (530) 898-6811 or VISIT OUR WEBSITE: http://www.csuchico.edu/rfdn/