POSITION OPENING

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

Full-Time / Benefited / Hourly / Non-Exempt

RECRUITMENT ID: 616

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

COMPENSATION: PDS T: starting at $17.00/hr plus full benefits
PDS I: starting at $18.00/hr commensurate with experience plus full benefits
PDS II: starting at $26.00/hr commensurate with experience plus full benefits

ESSENTIAL JOB FUNCTIONS: Reporting to the Senior Manager of Grants and Contract Operations in the Office of Research and Sponsored Programs (RESP), 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 and 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. All positions require a valid California Driver’s License. The successful candidate will be required to pass a Department of Justice (DOJ)/Federal Bureau of Investigation (FBI) fingerprint clearance (referred to as Live Scan) prior to beginning employment.

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 paid vacation, sick leave, and holidays.

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.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The CSU, Chico Research Foundation is an Equal Opportunity Employer and does not discriminate against persons on the basis of race, religion, color ancestry, age, disability, genetic information, gender, gender identity, gender expression, marital status, medical condition, National origin, sex, sexual orientation, covered veteran status, or any other protected status. It is the Research Foundation’s policy to hire only United States citizens and aliens lawfully authorized to work in the United States. All new employees must provide proof of identity and authorization to work. Prospective applicants with a disability may request and receive reasonable accommodation during the application and selection process.
APPLICATION REQUIREMENTS: Application and announcement can be located on our website. Incomplete application will not be accepted; in order to be considered, applicants must submit the following:

- CSU, Chico Research Foundation application
- Cover letter
- Resume
- Three professional references

APPLICATION DEADLINE: Open until filled. Application review begins on October 1, 2018. Applications received after 5:00 p.m. on September 30, 2018 may not be considered. 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

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