

## **POSITION ANNOUNCEMENT**

**POSITION:** Grant Writer  
**POSITION CODE:** **BCAT:** 445X00  
**DEPARTMENT:** Office of Research and Sponsored Programs  
**50% State Funds; 50% Sponsored Funds**  
**SALARY RANGE:** Commensurate with qualifications and experience  
**APPLICATION DEADLINE:** September 29, 2008 or until the position is filled

### **QUALIFICATIONS:**

Bachelor's degree in an appropriate discipline with a minimum of three years related experience in grant writing and or contract administration required. Previous experience will demonstrate a proven track record in securing new funding opportunities; comprehensive knowledge of research, and the ability to distinguish and identify funding opportunities for special programs required; experience in various software administration such as, Excel, Word, on-line grant submission software to include National Science Foundation fast-line and or grants.gov preferred. Works well with others and as a strong team member to enhance the goals and objectives of the office.

### **ILLUSTRATIVE EXAMPLES OF WORK:**

- Identifies new government and private funding prospects
- Participates in training of faculty and staff in grantsmanship skills
- Maintains and implements funding calendar activities
- Engages with program officers at organizations to solicit invitations to submit proposals
- Proofreads and edits grant applications prepared by faculty and staff before submission to external funding agencies
- Collects and disseminate needs assessment data in support of grant applications
- Performs other duties, as required.

### **APPLICATION REQUIREMENTS:**

Current federal law requires identification and eligibility verification prior to employment. Only U.S. citizens and aliens authorized to work in the United States may be employed. In the event a degree is required, official transcripts will be necessary upon employment. Interested candidates should submit an application and resume:

**Human Resources Management  
Albany State University  
504 College Drive  
Albany, GA 31705**

**DD: 9/15/08**