Project Coordinator, Internal Competitions

47593BR
Campus: Tempe
Project Coordinator

Job Description
The Office of Knowledge Enterprise Development and the Research Development department are seeking a talented Project Coordinator to support internal competitions for grant funding made at the ASU, KED, School, or Unit level across the university. The Internal Competitions Coordinator (ICC) will be the primary point of contact for all inquiries and processes for all internal competitions managed using InfoReady. These duties will include consultation on the design of the solicitation, advertisement of the solicitation, management of reviews, and post-award reporting. This position will liaise regularly with ORSPA pre and post-award teams, Research Advancement Services (RAS), periodically with ASU Foundation (ASUF), and others to ensure a smooth, flexible, yet robust pipeline for internal competitions from the announcement, competition, review, award, and reporting. In addition, this position will be responsible for coordination of all nominations for external recognitions for ASU, e.g., AAAS nominations. In this role, the position will liaise with the office of the Senior Executive Vice President, the Vice President for Research, the Provost, and other ASU leadership at the dean and school level. This position will be responsible for all aspects of project coordination to complete the nomination (i.e., letters of nomination, adherence to requirements, letters of support, submission, etc.). This will include drafting professional email communications, as well as ghostwriting letters and other documents for submission. This position will be responsible for dissemination of all opportunities (online and events) and coordination of recognition events when and where applicable. As a member of the Research Development team, the ICC will manage the coordination of any intelligence, data, or other resources that the team can provide in support of competitive programs and opportunities for recognition of the faculty or research staff.

Job Family
Business Operations

Department Name
Research Development

Full-Time/Part-Time
Full-Time

VP Code
KNOWLEDGE ENTERPRISE DEV

Scope of Search
Open
Grant Funded Position
This is not a grant funded position and is not contingent on future grant funding.

Salary Range
$43,920 - $78,080 per year; DOE

Close Date
27-December-2018

Category
02

Essential Duties
- Under minimal supervision, this individual work one on one or with teams across the university to prepare internal competition solicitations for seed funding.
- Actively learn, manage, and operate the InfoReady platform and demonstrate its use to others as needed.
- Actively track and manage opportunity postings (from “cradle to grave”) across multiple online platforms.
- Provide guidance on the design and execution of successful internal competitions for funding.
- Provide well written and well-designed documents to internal and external stakeholders.
- Coordinate, schedule, and prepare reports on internal reviews using a faculty peer group or similar stakeholder group.
- Prepare data analysis and design reports on current and past competitions.
- Maintain and continue to improve upon processes.
- Provide outstanding customer service in high pressure and high-profile situations.
- Liaise with multiple offices and leaders across campus in a courteously and efficiently way to accomplish results.
- Periodically work with accountants to track expenses and reconcile expenses for awards.
- Occasionally review and report on expenditures and progress reports.

Minimum Qualifications
Bachelor's degree. 2 years related experience; 1 of which is in project management, OR any equivalent combination of experience and/or education from which comparable knowledge, skills and abilities have been achieved.

Desired Qualifications
- Experience in the components of solicitations, contracts, and similar documents used in sponsored projects work.
- Experience in post-award tracking including performance metrics and accounting.
- Experience with the composition of highly professional communications, including letters.
- Experience in designing and/or establishing standard operating procedures or protocols, tracking tasks and deliverables with respect, and adherence to a system, while finding ways to improve efficiency and transparency.
- Evidence of effective communication skills both written and verbally with internal and external stakeholders.
- Experience in managing time and delivery of assigned tasks in a fast-paced, deadline driven environment.
- Experience with Microsoft Office products, with an emphasis on email communications.

**Working Environment**
- Activities are primarily performed in a regular, climate controlled office setting subject to extended periods of sitting, standing, walking.
- Use office equipment including a desktop computer.
- Lift up to 20 pounds.
- Clearly communicate to perform essential duties.
- Receive regular review of completed tasks.

**Department Statement**
The Office of Knowledge Enterprise Development is committed to Advancing Research, Innovation, Entrepreneurship, and Economic Development. We seek research funding, support faculty researchers, nurture partnerships with external partners, promote innovation and entrepreneurship and share what we learn with the community and the world. We make discovery possible. http://research.asu.edu/

For the fourth year in a row, ASU has been named the most innovative school in the nation, recognizing the university’s culture of groundbreaking research and partnerships, as well as its commitment to helping students thrive in college and beyond. U.S. News and World Report has named ASU as the most innovative university all four years the category has existed.

**ASU Statement**
Arizona State University is a new model for American higher education, an unprecedented combination of academic excellence, entrepreneurial energy and broad access. This New American University is a single, unified institution comprising four differentiated campuses positively impacting the economic, social, cultural and environmental health of the communities it serves. Its research is inspired by real world application blurring the boundaries that traditionally separate academic disciplines. ASU serves more than 80,000 students in metropolitan Phoenix, Arizona, the nation's fifth largest city. ASU champions intellectual and cultural diversity, and welcomes students from all fifty states and more than one hundred nations across the globe.

ASU is a tobacco-free university. For details visit www.asu.edu/tobaccofree
AmeriCorps, Peace Corps, and other national service alumni are encouraged to apply.

Arizona State University is a VEVRAA Federal Contractor and an Equal Opportunity/Affirmative Action Employer. All qualified applicants will be considered without regard to race, color, sex, religion, national origin, disability, protected veteran status, or any other basis protected by law.

**Notice of Availability of the ASU Annual Security and Fire Safety Report**
Arizona State University is committed to providing safety and security resources and information for our students, faculty, staff, and visitors. In accordance with the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), ASU publishes an Annual Security and Fire Safety Report, which includes safety and security policies and procedures, crime and fire prevention information, crime and fire statistics, and numerous resources for current and prospective students and employees. To access the ASU Annual Security and Fire Safety Report online, visit [https://www.asu.edu/police/PDFs/ASU-Clery-Report.pdf](https://www.asu.edu/police/PDFs/ASU-Clery-Report.pdf). A hard copy of this report may be obtained, free of charge, by contacting the ASU Police Department at 480-965-3456 or by visiting the ASU Police Department at 325 E. Apache Blvd., Tempe, Arizona, during business hours (M-F, 8 a.m. to 5 p.m.).

**Employment Verification Statement**
ASU conducts pre-employment screening which may include verification of work history, academic credentials, licenses, and certifications.

**Background Check Statement**
ASU conducts pre-employment screening for all positions which includes a criminal background check, verification of work history, academic credentials, licenses, and certifications. Employment is contingent upon successful passing of the background check.

**Instructions to Apply**
Application deadline is 3:00PM Arizona time on the date indicated.

Please include all employment information in month/year format (e.g., 6/88 to 8/94), job title, job duties and name of employer for each position.

Resume should clearly illustrate how prior knowledge and experience meets the Minimum and Desired qualifications of this position.

ASU does not pay for travel expenses associated with interviews, unless otherwise indicated.

Only electronic applications are accepted for this position.