

**Grant Specialist**  
On an NSF Project Grant  
**OKLAHOMA STATE UNIVERSITY**  
**COLLEGE OF HUMAN ENVIRONMENTAL SCIENCES**  
**DEPARTMENT OF HUMAN DEVELOPMENT AND FAMILY**  
**SCIENCE**



Human Development  
and Family Science

COLLEGE OF  
HUMAN ENVIRONMENTAL  
SCIENCES

## Position Description

**Responsibilities:** To provide administrative support to the PI for an NSF Research Grant between three sites: Oklahoma State University (OSU), University of Alaska-Fairbanks (UAF), and University of Alaska-Anchorage (UAA). This is a 2 year appointment, contingent upon funding.

**Research Project:** Provide administrative support to Primary Investigators (PI) of NSF Research Grant: provide office management; manage correspondence (e.g., minutes, email, & other correspondence); schedule/organize meetings, and set up teleconference calls using a scheduler and Skype. Manage and track operational documents (e.g., data transfers and storage, project documentation, and travel and reimbursements). Format written materials, memos, and reports. Use problem-solving skills. Collaborate and work with UAA Research Associate and UAF Research Coordinator. Professionalism and confidentiality are required.

**Additional Responsibilities:** Complete Institutional Review Board (IRB) trainings, OSU Purchase Card training, and attend workshops deemed necessary to complete other tasks identified during the project. Criminal background is required.

**Qualifications:** Bachelor's degree is required. It is preferred that candidates have previous experience as an executive administrative support staff in an institution of higher education or a similar position; progressive experience in managing research documents; two years of accounting and budgeting experience; and excellent customer service skills.

Qualified applicants can apply at OSU: [jobs@okstate.edu](mailto:jobs@okstate.edu) and search for posting # 05731. Review of applications will begin Nov. 15, 2009 and will continue until filled.

*Oklahoma State University is an Affirmative Action/Equal Employment Opportunity employer committed to multicultural diversity. Oklahoma State University employs only U. S. citizens and lawfully authorized non-U.S. citizens. OSU participates in E-Verify to verify employment eligibility of all employees pursuant to the Oklahoma Taxpayer and Citizen Protection Act.*