

**Founding Director of Proposal Development Center  
University of Oklahoma Norman Campus**

The Norman Campus of the University of Oklahoma is creating a Proposal Development Center within the Office of the Vice President for Research and seeks applications for a founding director. The director will be responsible for overall success of the Center, ensuring that all facets of the organization are appropriately structured and directed toward the goal of helping researchers prepare and submit the most competitive grant proposals possible. Specific tasks of the director include working with faculty to translate ideas and concepts into specific, practicable proposal narratives; conducting analyses of relevant active grant solicitations; facilitating mock, pre-submission peer reviews; managing discussion sessions and reviews associated with internal proposal competitions; and effectively promoting the purpose and resources of the center. Additionally, the Center director will oversee all operations, personnel and budgets, program development and implementation, and communication with relevant organizations, particularly colleges, departments and research centers.

As the founding director, the successful candidate will have the opportunity to build the Center into an integral unit of the Office of the Vice President for Research. Particularly important to this goal is coordination with the Office of Research Services, which is responsible for all pre- and post-award research and financial administration.

Required qualifications include a master's degree in a science or engineering discipline as defined by the National Science Foundation (see <http://www.nsf.gov/statistics/infbrief/nsf08320/#tab3>) and at least two years experience developing or assisting faculty in developing nationally competitive grant proposals for external, peer reviewed competitions. Additional requirements and skill preferences may be found on the position listing at the University's Human Resources web site, <https://jobs.ou.edu> job requisition # 8408.

Salary range is \$70,000 – \$90,000 and the desired starting date is December 1, 2009 or as soon thereafter as possible. Review of applications will begin November 1, 2009 and will be considered until the position is filled. To apply, please visit the University's Human Resources web site: <https://jobs.ou.edu> and look for Proposal Development Center - Program Administrator III, Job Requisition #08408. Questions should be directed to Prof. Kelvin K. Droegemeier, Associate Vice President for Research, The University of Oklahoma, at [kkd@ou.edu](mailto:kkd@ou.edu).

*The University of Oklahoma is an Affirmative Action, Equal Opportunity Employer and encourages diversity in the workplace.*