



Grant Writer

Responsibilities:

This position is responsible for preparing, writing and maintaining a portfolio of highly competitive, technical and/or complex grant proposals/applications on behalf of institutions within the OSU A&M System. As a shared service, the position's primary constituent institutions will be Langston University, Oklahoma Panhandle State University, Connors State College, and Northeastern Oklahoma A&M College; primary employment, coordination, and oversight of the position will be provided by Oklahoma State University (OSU). The position reports directly to the Vice President for Research and will maintain an office at OSU-Tulsa. The Grant Writer's primary role will be to facilitate successful grant applications for each of the constituent institutions, but will also be charged to facilitate opportunities for funded collaboration among the constituent institutions (including with OSU). The Grant Writer evaluates the needs of a given proposal and develops proposal strategy and course of action after developing a deep understanding of program content and requirements. The position determines proposal concepts, compiles and evaluates data sources and prepares the final proposal. If significant portions of a proposal are being composed by faculty and/or staff, the Grant Writer provides guidance and leadership by evaluating and making suggestions for improvements in the proposed work. The Grant Writer interprets and follows sponsor regulations, and researches funding opportunities from various funding agencies and organizations, including public and private entities. The position also is responsible for strengthening and improving the collaborative potential between and among the constituent institutions evaluating and cataloging institutional capabilities and interests.

Professional Qualifications:

Bachelor's degree is required. The ideal candidate must have at least six years of experience writing and proofreading successful extramural grant proposals. Demonstrated ability to work independently and as part of a team. OSU prefers an individual with a Master's degree with experience working in higher education or in an organization that funds grants for higher education institutions. For other minimum qualifications, see the online posting noted under the application procedures.

Salary: Commensurate with experience.

Application Procedures: Apply at OSU Human Resources, 106 Whitehurst, or apply on-line at <https://jobs.okstate.edu>. When applying, refer to Req4346. Attach a resume, a letter of interest, and the names, addresses (including e-mail addresses), and telephone numbers of four references. Applications will be accepted until a candidate is selected, however, applicants should submit by January 21, 2018, for optimal consideration.

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