

**HARRIS-STOWE STATE UNIVERSITY
JOB VACANCY NOTICE**

Manager of Grants and Sponsored Research

Harris-Stowe State University has an opening in the Office of Sponsored Programs for a manager of grants and sponsored research.

The Manager of Grants and Sponsored Research works closely with faculty and staff to identify federal, state and private funding sources and to prepare and submit applications to those funding agencies.

Responsibilities include but are not limited to:

- Researching grant opportunities and working with faculty and staff to write, and edit grant proposals/applications for submission to federal, state, and local agencies.
- Organizing and leading grant writing teams to develop, write, and edit grant proposals. Assists the Executive Director of Title III and Sponsored Programs in providing support to faculty, administrators, and staff who are in need of assistance with grant writing.
- Assisting the Executive Director of Title III and Sponsored Programs with developing, coordinating and conducting training and workshops on grant and budget development.

Required Qualifications:

- Bachelor's degree in English or related field; (Master's preferred).
- Three to five years of documented success in securing public and private sector grants in education or a related field.
- Experience in all phases of grant development including researching prospective grant opportunities, writing and editing grant proposals to include grant budget development

Applicants: Submit a letter of application, current vitae, official graduate and undergraduate transcripts and at least three letters of reference to:

**Harris-Stowe State University
Office of Human Resources
3026 Laclede Avenue
St. Louis, MO 63103
FAX: (314) 340-3395**

Application for Employment may be downloaded off www.hssu.edu
AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER