

Vacancy Announcement System (VAS)

Position Vacancy Announcement Request

Date: November 4, 2009 Department: Grants and Sponsored Programs
 SUS SUBR SULC SUAREC SUNO SUSLA

Application Deadline: December 4, 2009 Date position to be filled: Open until filled

Position Title: Technical Writer/Research Assistant

Salary (annual): _____ or Salary Range: \$38,000 to \$40,000

Please check all categories that apply to this position:

Status

- Part-time
% of time
100
 Full-time

Faculty Position

- Temporary
 Tenure
 Tenure Track (Probationary)
 Grant
 Contract

Unclassified Position

- Administrative
 Temporary
 Permanent
 Grant
 Contract

Classified Position

- Probationary
 Job Appointment
 Provisional Appointment

Contact Person: Dr. William Belisle Telephone No: (504)284-5422

Contact Email Address: wbelisle@suno.edu

Contact e-mail address is for: Human Resources utilization only Posting to VAS website

Brief job description [Maximum 5 lines @ 500 characters (including spaces) per line]:

General Functional Statement: The Technical Writer/Research Assistant will have the major responsibility for assisting the Director for Grants and Sponsored Programs with office activities and with drafting and assembling proposals to be submitted to federal, state, local and foundation sources. In most cases, the writer will work in concert with other University units. Where appropriate, the writer, under the supervision of the Director, will be the principal author of proposals.

Minimal qualifications [Maximum 4 lines @ 450 characters (including spaces) per line]: Bachelor's degree from an accredited institution (Master's Degree preferred). At least two years successful experience in grant/proposal/technical writing preferably in higher education or the non-profit sector. Demonstrated excellence in organizational, written, oral and analytical skills.

Remarks [Maximum 3 lines @ 300 characters (including spaces) per line]:

All qualified applicants must submit a letter of interest, a current resume, three letters of professional reference, and copies of all transcripts.

Apply To:
Dr. William Belisle
Director for Grants and Sponsored Programs
Southern University at New Orleans
6801 Press Drive
New Orleans, LA 70126

AN EQUAL OPPORTUNITY EMPLOYER