

Vacancy Announcement System (VAS)

Position Vacancy Announcement Request

Date: March 18, 2019 Department: Title III-Grants and Sponsored Programs

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Application Deadline: Open Until Filled Date position to be filled: Open Until Filled

Position Title: Technical Writer/Research Assistant

Salary (annual): _____ or Salary Range: \$38,000.00 to \$40,000.00

Please check all categories that apply to this position:

Status

Part-time

% of time

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 or 286-527

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]:

The Technical Writing/Research Assistant will have the major responsibility of assisting the Director for Grants and Sponsored Programs with drafting & assembling proposals to be submitted to federal, state, local agencies, and other foundations; will also work in conjunction with other University units. The Technical Writer under the supervision of the Director for Grants and Sponsored Programs, will be the principal author of grant proposals & perform other office & pre award duties as needed

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. (Grant Writing Skills Required)

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

All qualified applicants must submit a resume', three (3) letters of recommendation, a letter of interest in the position and a copy of your college transcripts to the person listed below:

Apply To:

Dr. William Belisle
Director for Grants and Sponsored Programs
Southern University at New Orleans
6400 Press Drive
New Orleans, LA 70126

AN EQUAL OPPORTUNITY EMPLOYER