

# Vacancy Announcement System (VAS)

## Position Vacancy Announcement Request

Date: November 30, 2020 Department: Title III-Grants and Sponsored Programs

☐ SUS ☐ SUBR ☐ SULC ☐ SUAREC ☒ SUNO ☐ SUSLA

Application Deadline: February 15, 2021 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 504-286-5274

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, will be a major contributor in proposal/grant research & development and perform other pre-award and office related 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**