

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: 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	Faculty Position	Unclassified Position	Classified Position
<input type="radio"/> Part-time _____ % of time	<input type="radio"/> Temporary	<input type="radio"/> Administrative	<input type="radio"/> Probationary
<input checked="" type="radio"/> Full-time	<input type="radio"/> Tenure	<input type="radio"/> Temporary	<input type="radio"/> Job Appointment
	<input type="radio"/> Tenure Track (Probationary)	<input type="radio"/> Permanent	<input type="radio"/> Provisional Appointment
	<input type="radio"/> Grant	<input checked="" type="radio"/> Grant	
	<input type="radio"/> Contract	<input type="radio"/> Contract	

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