

8/13/2019

Center Program Manager, UAS 1633

Sikand Center for Sustainable and InTelligent Infrastructure

College of Engineering, Computer Science, and Technology (ECST)

The University: California State University, Los Angeles is a comprehensive urban institution serving a diverse learning community of over 28,000 students, committed to excellence in education, community engagement, cultural awareness, and social responsibility. As a premier institution within the 23 campus California State University (CSU) system, Cal State L.A. fosters an outstanding teaching and learning experience in a rich multicultural/multiethnic environment.

About Sikand SITI-Center: The mission of the Sikand SITI-Center is to support the advancement of multidisciplinary research, education, and professional development focusing on Urban Sustainability and its components. The Center will be an incubator for successful sustainability solutions while facilitating the advancement of faculty, students, and affiliated members. The main goal of SITI is to provide structured support for faculty research and help them explore major external sources of funding in their areas of expertise.

Salary Range: Salary is commensurate with experience and qualifications.

Work Schedule: This is a full-time one-year appointment with opportunity for extension, subject to funding, exempt position. This position is eligible for benefits.

Essential Functions: Under the general direction of the Director of the SITI-Center and Dean of the College of ECST, the incumbent manages the day-to-day operations of the SITI-Center, and provides pre-award support to Principal Investigators proposing for funding through a variety of federal agencies and non-federal organizations. The incumbent will: guide and facilitate faculty and staff in the development and preparation of research proposals, contracts, sub-contracts, and agreements; serve as a liaison between the University, funding agencies, and contract entities; research, draft, and approve formal responses to requests for proposals, quotation, contracts, and agreements; maintain complete and accurate collection of research management administration for the pre-award and post-award phase of proposals and resulting contracts and grants; and assist in the formulation of processes and procedures for negotiation of contract and grant pre-awards and post-awards to meet University requirements.

Requirements: A bachelor's degree from an accredited four-year college or university. Three years of experience managing grants and administrating research. The ability to write proposals, reports, and make presentations; and work collaboratively in a team environment. Demonstrated ability and/or interest in working in a multicultural/ multiethnic environment. Fingerprinting will be taken and checked by the California Department of Justice and the FBI. The incumbent may be responsible for the fingerprinting processing fee. **All candidates must submit: (1) a complete employment application (2) a letter of interest which explains in detail and, where possible, provides examples of how the**

**candidate meets the qualifications specified in this announcement; and (3) a current résumé or curriculum vitae.**

Desired Qualifications: A Master's degree in Engineering, Science, Urban Planning, or a related field.

Review of applications/resumes will begin August 16, 2019 and will continue until the position is filled; however, the position may close when an adequate number of qualified applications are received.

You may apply to: [uashr@cslanet.calstatela.edu](mailto:uashr@cslanet.calstatela.edu) or mail to: Cal State LA University Auxiliary Services Inc., 5151 State University Drive, GE 310, Los Angeles, CA 90032-8534

UAS hires only those individuals lawfully authorized to work in the United States. Americans with Disabilities (ADA) requested accommodations should be made in advance to the UAS Human Resources Department. UAS is an Affirmative Action/Equal Opportunity Employer.

Cal State LA University Auxiliary Services, Inc. is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex including sexual orientation and gender identity, national origin, disability, protected Veteran Status, or any other characteristic protected by applicable federal, state, or local law.

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