

Coordinator 3 (Research Grant Administration & Writing – Mathematics Education)

Date Posted: November 23, 2011

Job ID#: 900073

Department: School of Education & Human Development/Educational Policy & Leadership

Salary Range: Salary commensurate with experience and qualifications

Deadline to Apply: December 16, 2011

Description: The Coordinator position will contribute to grant writing and grant administration, including identifying funding opportunities to support the Education Policy & Leadership center's mathematics initiative focused on supporting student achievement.

Primary duties and responsibilities include, but are not limited to:

- Create technical documentation, as well as, prepare reports for funders and for publications and presentations;
- Support project-specific staff members in overall project coordination and resource management including designing and implementing field-based research and monitoring project fiscal needs and expenses;
- Identify funding opportunities and write grant applications that support our research goals including federal, state and local funding agencies such as Office of Special Education Programs and Institute of Education Sciences;
- Overall project coordination including facilitating execution of project goals, maintaining project timelines and coordinating needs across multiple projects.

Requirements:

- Master's degree is required, Doctoral degree is preferred.
- A minimum of three years' of work experience in the field of mathematics education with at least one year of experience in grant administration, grant writing or working on grant-funded projects is required.
- Experience in project management or coordination is also required.
- Experience with university research sponsored projects is strongly preferred.
- A strong knowledge of the math content standards is essential.
- Knowledge of math application in other areas is strongly preferred.
- Experience conducting research in the field of mathematics education is desirable.
- Candidate must possess experience disseminating research findings in professional formats.
- Candidate must demonstrate strong interpersonal, verbal and written communication skills.
- Must have the ability to work independently and take initiative, as well as to be a team player who works well on projects, and as a member of a group.
- A strong focus on attention to detail is essential.
- Candidate must possess strong problem solving skills with the ability to resolve issues related to content and employees.
- A strong working knowledge of MS Office, (e.g. Word, Excel) and statistical software is required.
- Familiarity with LaTeX and Filemaker Pro software, as well as the Mac operating system is a plus.

To Apply: Please visit our website <http://smu.edu/hr/recruit/> to access the online application. Click on "Career Opportunities" and apply to Job ID# 900073

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