POSITION ANNOUNCEMENT
Research Projects Manager
Research and Outreach Unit
Aquaculture Collaborative Research Support Program

Title:
Research Projects Manager
Research and Outreach Unit
Aquaculture Collaborative Research Support Program
Oregon State University

Position:
Rank of Faculty Research Assistant
1.00 FTE, fixed-term, 12-month appointment
Renewal is at the discretion of the Director

Salary:    $45,000-$55,000, commensurate with education and experience

Closing Date: For full consideration, apply by July 28, 2004

Program Background
The Aquaculture Collaborative Research Support Program (ACRSP) is a partnership of
US universities and overseas institutions and focuses on improving sustainable
aquaculture. Oregon State University serves as headquarters for the CRSP and is
charged with technical and programmatic leadership and financial management of the
program. It is administered by the Program Management Office at Oregon State
University, which is located in the College of Agricultural Sciences. The program
sponsors over 20 projects in 21 countries with 68 international and US institutions, some
of them at OSU. More information is available at http://pdacrsp.oregonstate.edu/.

Research Projects Manager Position
The Research Projects Manager is chiefly responsible for technical and programmatic
adherence to program objectives and goals. The Research Projects Manager reports to
the Director, who is Lead Principal Investigator of the Program. The Research Projects
Manager will work in a team environment with the Associate Director managing day-
to-day affairs of the program. The Research Project Manager serves as the Program
Management Office liaison to the Technical Committee, a 13-member group of
international scientists. Other responsibilities include conducting peer reviews and
external reviews of proposals and reports; proposal writing; organizing meetings and
program events; establishing and maintaining quality control standards for meeting
contractual obligations and program goals; coordinating and overseeing technical input into USAID reports; providing technical expertise in aquatic sciences and research assistance to the Director and Associate Director; training and managing staff in research evaluation; performing and overseeing library and electronic research on aquaculture, fisheries, and related science and natural resource issues; collecting, analyzing, and performing statistical tests on CRSP publication- and website-related data and communicating findings effectively; understanding complex scientific concepts and articulating them in writing; and representing the CRSP to participants and the larger international aquaculture community at conferences. Because of the international collaborative nature of the CRSP, the position requires a high level of cultural sensitivity. The Research Projects Manager will be in routine communication with more than 126 US and international scientists for whom English may be a second language.

Qualifications
Master’s degree in the natural sciences or natural resource management, with emphasis on aquatic systems, or closely related field. Minimum of two years of project management experience. Proficiency using office and graphics software required.

Requirements include:
• Experience in scientific method and peer review process
• Demonstrated skill in scientific writing for stylistic consistency, logic, organization, factual accuracy, rational development of content, emphasis, and grammar
• Demonstrated understanding of complex scientific concepts and ability to articulate them in writing and Power Point presentations
• Solid knowledge of international development
• Ability to develop and maintain realistic timeframes
• Specialized knowledge in the aquatic sciences
• Research experience with experimental design, data collection, statistical analysis, and manuscript preparation
• Superb written and oral communication skills
• Excellent analytical, organizational, and time management skills
• Intercultural sensitivity
• Knowledge of federal research grant administration and prior work in a university setting
• Research administration experience
• Supervisory experience

Preferred:
• Ph.D. in the natural sciences or natural resource management
• Fluency in a second language and experience with international development projects
• Demonstrable commitment to promoting and enhancing diversity

To Apply
For full consideration, all materials must be received by July 28, 2004. A complete application consists of:

1. Letter describing your interest and qualifications
2. Resume
3. Names, addresses, and phone numbers of five professional references
Send applications to:
Danielle Clair, Associate Director, Search Committee Chair
Aquaculture Collaborative Research Support Program
Oregon State University
418 Snell Hall
Corvallis, OR 97331-1643

Selection will be made by Dr. Hillary S. Egna, CRSP Director.

For additional information, contact Danielle Clair at 541-737-6416 or at claird@ucs.orst.edu.

During the application process, requests for accommodation due to disability should be directed to the contacts named above. The phone number for the hearing impaired is TTY: (800) 735-1232.

Oregon State University is an affirmative action, equal opportunity employer and has a policy of being responsive to the needs of dual career couples.