The Office for Research and Sponsored Programs (ORSP) seeks an experienced research administrator to provide support to the University community relating to all externally funded grants for research, training and related activities carried out at the University. The assistant provost will report to the associate provost for research and sponsored programs.

Responsibilities include, but are not limited to: identifying funding opportunities in both the public and private sectors, assisting faculty and administrators with proposal and budget development, reviewing proposals for conformance with sponsor and University guidelines, and coordinating grant-related workshops for members of the Hofstra community. The successful candidate will be familiar with federal and state guidelines and regulations pertaining to sponsored research.

The assistant provost will be responsible for editing the office’s *Funding Opportunities Newsletter* (a publication highlighting upcoming grant competitions and other grant-related information) as well as *Hofstra Horizons* (a magazine featuring articles on the research and other scholarly pursuits of the Hofstra University faculty).

Qualifications:
The successful candidate will possess a minimum of a bachelor’s degree (master’s degree preferred) as well as at least three years of full-time experience in research administration, preferably in a college or university setting. Must have superior writing, oral and interpersonal skills in addition to strong organizational and time management skills. Knowledge of SCT Banner is preferred.

The position is available immediately. The search will remain open until the position is filled. Salary is commensurate with experience. To apply, send a letter of application, resume and the names of three (3) references no later than July 5, 2004, to:

Ms. Sofia Kakoulidis
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EOE