



UNIVERSITY
OF
LOUISIANA
L a f a y e t t e

Staff Vacancy

POSITION: Resource Coordinator for the Energy Institute of Louisiana (EIL)

EEO# EN 11-16

RESPONSIBILITIES:

Independently manages the business function (Managing the EIL budget, overlooking EIL R&D grant expenditures, upgrading of the labs and facilities, managing hires, etc.) of the various research projects at EIL.

Collaborates and manages proposal development for the unit.

Independently manages student coordination within scholarly works.

Independently manages EIL facility maintenance and improvement projects.

Provides direct information to the executive director concerning center oversight, including the tracking, forecasting, and managing of center-wide and grant-specific budgets.

Prepares federal and foundation grant applications in collaboration with research investigators.

QUALIFICATIONS:

B.S. in Engineering or Industrial Technology (due to the high tech nature of the EIL applicant must understand technical aspects of the energy industry)

Technical skills related to understanding engineered systems

Project management experience within a university

Written and verbal communication skills

Experience with managing engineered systems

Experience with community engagement

Experience with applying technical concepts toward solving problems

Interpersonal/human relations skills

Organizational and analytical skills

Ability to maintain confidentiality

UNIVERSITY AND COMMUNITY:

(The following is to be included in each vacancy announcement)

The mission of the University of Louisiana at Lafayette is to offer exceptional education informed by diverse world views striving to develop innovative leaders who advance knowledge. The Southern Association of Colleges and Schools Commission on Colleges accredits the University, which offers undergraduate and graduate degrees in the arts, sciences, and professional programs. The University is a public research university with high research activity, an enrollment of over 18,000 students and 800 faculty members. UL Lafayette is the largest of nine universities in the University of Louisiana System. The University offers degree programs in 55 undergraduate disciplines, 15 post-bachelor certificates, seven graduate certificates, the master's degree in 28 disciplines and the doctorate in 10 disciplines. Additional information about the University is available on the University's webpage at <http://louisiana.edu/>

(The following is information that can be included in the announcements on an optional basis)

The core values of the University include: equity, integrity, intellectual curiosity, creativity, tradition, transparency, respect, collaboration, pluralism, and sustainability.

UL Lafayette consists of nine degree-granting units: Arts, B.I. Moody III College of Business Administration, Education, Engineering, Graduate School, Liberal Arts, Nursing and Allied Health Professions, Ray P. Authement College of Sciences, and University College.

Located midway between New Orleans and Houston, Lafayette is the heart of Louisiana's Acadian-Creole region. The city of over 126,000 is part of the Lafayette-Acadiana area, which has a total population of 616,000 and is one of Louisiana's fastest-growing metropolitan areas. Lafayette serves as the base of Louisiana's offshore oil industry, as well as the financial, retail, and medical center for South-Central Louisiana.

SALARY: Commensurate with experience.

ANTICIPATED STARTING DATE: June 1, 2017

APPLICATIONS:

Please send Resume, Cover letter, references, portfolio of work to engineering@louisiana.edu

The University of Louisiana at Lafayette does not discriminate on the basis of race, color, national origin, age, religion, sex, sexual orientation, or disability in admission to, access to, treatment in, or employment in its programs and activities as required by Title VI and Title VII of the Civil Rights Act of 1964, Age Discrimination in Employment Act of 1967, Age Discrimination Act of 1975, the Equal Pay Act of 1963, Title IX of the Education Amendments of 1972, Executive Order 11246, Section 503 and 504 of the Rehabilitation Act of 1973, Section 402 of the Vietnam Era Veterans Readjustment Assistance Act of 1974 and the 1990 Americans With Disabilities Act. - See more at: <http://personnel.louisiana.edu/employment-opportunities/policy-nondiscrimination>