NOTICE OF VACANCY
Administrative Manager
Dynamic Compression Sector
Argonne, IL

Description of Position
Washington State University (WSU) seeks applications for an Administrative Manager for the Dynamic Compression Sector (DCS) at the Advanced Photon Source (APS), Argonne National Laboratory. The DCS, sponsored by the DOE/NNSA and operated by Washington State University (Institute for Shock Physics), is a national user facility with a focus on understanding the dynamic compression and deformation response of materials under extreme conditions. This position requires a high level of professionalism, strong organizational skills, and the ability to meet deadlines. The DCS Administrative Manager is responsible for administrative operations, project management, user support activities, and external relations.

Representative responsibilities include, but are not limited to:

- Act as the primary administrative contact for both internal and external constituencies, while providing excellent service in keeping with the values and mission of the DCS. The scope of interactions includes close coordination with the Institute for Shock Physics in Pullman, WA, and external constituencies, such as the APS, federal agencies, national laboratories, and the DCS user community.

- Provide project management for a wide variety of activities, with guidance from the DCS Manager, related to the planning for experimental runs, operation of the experimental stations, and acquisition and installation of new equipment.

- Manage and coordinate user visits for experiments, including interactions with DCS faculty/staff, correspondence, and visit logistics. Develop pro-active, customer focused strategies to meet the needs of users.

- Provide office management for the DCS, and act as a back-up for responsibilities performed by the DCS Business Operations Coordinator, such as purchasing, arranging travel, budget tracking, and financial reporting.
• Direct and lead personnel administration activities, including recruitment, onboarding, and implementing/supervising policies and procedures related to personnel management.

• Develop, implement, and audit policies and procedures to comply with university, state, federal, and other relevant laws and regulations.

• Manage external relations activities, such as reporting on metrics related to user operations, composing reports for federal sponsors, editing scientific highlights for the user community, and creating materials for meetings and events, including promotional materials and web site content.

Required Qualifications
• Bachelor’s degree in a related field.

• Excellent computer skills including proficiency with Microsoft Office applications, such as Word, Excel, and PowerPoint.

• Demonstrated experience in project planning with proven ability to multitask and meet deadlines.

• Demonstrated experience managing people in a complex and changing environment.

• Demonstrated ability to perform tasks with a high degree of accuracy, and thoroughness.

• Demonstrated ability to work collegially and collaboratively with diverse internal and external constituencies, maintain a client service focus, and to communicate effectively both orally and in writing.

• Demonstrated capability to exercise good judgment and analytical thought processes.

• Demonstrated record of responsible administrative support background.

Preferred Qualifications
• Experience with grant and contract administration.

• Experience working in a scientific/technical environment.

Application Process
To apply, please submit application materials via the WSU Human Resource Services website: https://www.wsujobs.com/postings/41672. Applicants should submit a letter of application explicitly addressing the qualifications for this position and date of availability;
detailed resume; and the names, email, and addresses of three professional references. Questions may be submitted to Sheila Heyns, Senior Manager, Institute for Shock Physics, 509-335-1861, ispjobs@wsu.edu.

This position is available now and the search will continue until the position is filled.

Additional information about the Institute for Shock Physics and Washington State University follows:

The Institute has ongoing research activities at the following three locations:

- **Institute for Shock Physics - Pullman, WA:** Combining research innovations and rigorous education (shock.wsu.edu)
- **Applied Sciences Laboratory - Spokane, WA:** Transforming science into practical solutions (asl.wsu.edu)
- **Dynamic Compression Sector - Argonne, IL:** Frontier of dynamic compression science (first-of-a-kind worldwide user facility) located at the Advanced Photon Source, Argonne National Laboratory (dcs-aps.wsu.edu)

**Washington State University**

Washington State University, one of the two research universities in the state, was founded in 1890 as the state’s land-grant institution and is located in Pullman with regional campuses in Spokane, Vancouver and the Tri-Cities. Due to its strong emphasis on excellence in research and education, the Carnegie Classification™ has designated WSU as R1: Doctoral University – Highest Research Activity. Current enrollment is approximately 31,478 undergraduate, graduate, and professional students. The University offers more than 200 fields of study, with 95 majors for undergraduates, 79 master’s degree programs, 63 doctoral degree programs, and 4 professional degree programs. Academically, the University is organized into 11 colleges (Agriculture, Human, and Natural Resource Sciences; Arts and Sciences; Business; Communication; Education; Engineering and Architecture; Honors; Medicine; Nursing; Pharmacy; and Veterinary Medicine) and a Graduate School. The Colleges of Medicine, Nursing, and Pharmacy are located on the WSU Health Sciences Spokane campus. For more information, please visit www.wsu.edu.

*WSU is an EO/AA Educator and Employer.*