

## **NOTICE OF VACANCY**

### **Business Operations Coordinator for the Applied Sciences Laboratory Spokane, Washington**



#### **Description of Position**

The Spokane-based Applied Sciences Laboratory (ASL) of the Institute for Shock Physics at Washington State University seeks a highly motivated and capable Business Operations Coordinator to join the Institute's administrative team. The ASL is an externally funded, contract research organization that conducts a broad range of applied research projects for government agencies and private corporations, including the development of commercial applications. This position requires a high level of professionalism, strong organizational skills, and the ability to meet deadlines. The Business Operations Coordinator is responsible for performing general office management for the ASL, managing grant/contract awards, developing financial reports, and coordinating special events.



Representative responsibilities include, but are not limited to:

- Performing general office management for the ASL, including managing physical inventories and associated records, and making travel arrangements.
- Planning events and meetings, including meetings utilizing video conferencing equipment.
- Managing ASL grant/contract awards, including the development of proposals, pre- and post-award activities, and reporting.
- Coordinating procurement activities, including direct liaison with internal and external constituencies. Prepare purchasing requisitions and ensure compliance with policies and procedures based on current funding requirements.
- Assisting in financial planning for the ASL. This includes developing and modifying forecasts, cost estimates, trend analyses, and compiling and analyzing data/statistics.
- Ensuring strong communication and close coordination of activities between the ASL office in Spokane and the Institute for Shock Physics in Pullman.

#### **Required Qualifications**

- A Bachelor's degree in a field relevant to area of specialization and three (3) years of experience directly related to the specialty area. Any combination of relevant education and experience may be substituted for the educational requirement on a year-for-year basis.
- Strong computer skills and proficiency in Microsoft Office environment, including spreadsheet, database, word processing, calendaring, and email.
- Experience in a business setting requiring accountability in financial reporting.
- Demonstrated experience using accounting information systems and/or applications software.
- 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 ability to multitask and prioritize conflicting issues.
- Demonstrated capability to exercise good judgment and analytical thought processes.

### **Preferred Qualifications**

- Experience with grant and contract administration.
- Experience working in a scientific/technical environment.

This position is for a full-time Administrative/Professional (12-month) position. Although WSU classifies this position as temporary, this appointment is renewable on an annual basis and a long-term appointment is envisioned. The salary will be commensurate with the responsibilities, as well as the candidate's experience. Other benefits include health/dental insurance, vacation/sick leave, and retirement plans.

### **Application Process**

To apply, please submit application materials via the WSU Human Resource Services website: <https://www.wsujobs.com/postings/50056>. 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](mailto:ispjobs@wsu.edu).

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



### ***Additional information about the Dynamic Compression Sector, 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](http://shock.wsu.edu))
- *Applied Sciences Laboratory - Spokane, WA:* Transforming science into practical solutions ([asl.wsu.edu](http://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](http://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 RU/VH: Research Universities (very high research activity). Current enrollment is approximately 29,686 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 3 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. For more information, please visit [www.wsu.edu](http://www.wsu.edu).

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