



Associate Director of Pre-Award Services

Recruitment #: S2534
Review Date: Open | Open until filled
Department: Sponsored Projects Office
Salary Rate: \$77,709 - \$91,422

About Western Oregon University:

Western Oregon University is a regional public, mid-sized university – committed to changing lives, strengthening communities and transforming our world. Located in Monmouth, the heart of Oregon's lush Willamette Valley, WOU is about 20 minutes from Salem, the state's capital and about 75 minutes from Portland, the state's cultural hub.

Western is one of Oregon's oldest public institutions of higher education and was incorporated into the state system as a teacher training institution in 1882. The university offers undergraduate and graduate degrees in arts and sciences, education and professional areas. It's known for small class sizes, a focus on sustainability and a diverse liberal arts education in a student-centered environment. Western is an emerging Hispanic Serving institution, with over 40% of undergraduates being students of color.

Position Summary:

The Associate Director of Pre-Award Services oversees all aspects of pre-award administration at Western Oregon University (WOU). Serving as the university's authorized representative for grant submissions, this role supports faculty and staff in identifying funding opportunities and developing competitive proposals for external funding. The position leads campus-wide training and outreach on research development and pre-award processes, ensuring compliance and fostering a culture of sponsored research. As a key member of the Sponsored Projects Office (SPO) leadership team, the Associate Director collaborates closely with the Associate Director of Post-Award Services and reports directly to the Director of Sponsored Projects.

[Click here](#) for the complete position description which includes knowledge areas and preferred qualifications.

Required Qualifications: Please ensure your application materials clearly demonstrate how you meet the following:

- Bachelor's degree in relevant field (e.g., public administration, research administration, education, business, or a related discipline).
- A minimum of three (3) years of experience in grants and contracts administration, including grant seeking, proposal development, or pre-award management
- 3- 5 years of demonstrated experience supporting or collaborating with faculty/staff in the development and submission of grant proposals
- 3- 5 years of working knowledge of federal and non-federal regulations governing sponsored programs, including Uniform Guidance (2 CFR 200) and relevant State of Oregon policies.
- 3- 5 years of experience analyzing sponsor guidelines and university policies to ensure compliant proposal submissions and awards.

- Strong interpersonal and communication skills, with the ability to effectively engage with faculty, staff, and external partners.
- 3- 5 years of experience developing and managing grant budgets and budget justifications in compliance with sponsor and institutional policies.
- Familiarity with electronic research administration (eRA) systems or grants management platforms (e.g., Grants.gov, Research.gov, Kuali, InfoEd, etc.).
- 3- 5 years of experience interpreting and applying federal, state, and institutional regulations related to sponsored programs.

How to Apply: To apply for this position, please upload the following required materials within the application portal.

Applications missing any of the required documents will not move forward for consideration. Please include only the materials listed below:

1. WOU Employment Application form [available here](#) - unclassified/faculty
2. Cover Letter that outlines your qualifications and how they align with the position
3. Resume/CV
4. Unofficial transcripts for your highest degree earned
5. Complete and submit the Reference Check form, [available here](#) along with your application

Background/Education Check:

A criminal background check will be completed as a condition of employment. Education checks are processed for positions requiring a formal degree as a minimum requirement.

Benefits:

Western Oregon University offers an excellent benefits package for eligible employees which includes 95% premium paid healthcare, a generous retirement and vacation package, and reduced tuition rates for employee, spouse or dependent at any of the Oregon Public Universities.

<http://www.wou.edu/hr/benefits/>

Equal Employment Opportunity:

Western Oregon University is an equal opportunity employer. We do not discriminate based on race, color, national origin, gender, gender identity, sexual orientation, age, disability, religion, veteran status, or any other characteristic protected by law. We embrace our differences, and know that our diverse team is a strength that drives our success.

Accommodation Requests:

Western Oregon University is committed to developing a barrier-free recruitment process and work environment. If you would like to request disability-related accommodation(s) to participate in a WOU activity or event, please complete the [online request form](#) at least three (3) business days in advance. If you have questions, contact Desiree Noah at noahd@wou.edu.

Veterans Preference

Applicants are eligible to use Veterans' Preference when applying with Western Oregon University in accordance with ORS 408.225, 408.230 and 408.235; and OAR 105-040-0010 and 105-040-0015. Preference will be given only if the applicant meets the minimum criteria of the position and electronically attach the required documentation at the time of application. For information regarding Veterans' Preference qualifications, visit <http://www.oregonjobs.org/DAS/STJOBS/vetpoints.shtml>

To stay informed about the progress of this search, we invite and encourage you to explore our career page at wou.edu/hr/employment/jobs/. Unfortunately, due to the volume, it is challenging for us to offer individual updates on the status of each application, and for that, we sincerely regret any inconvenience. We thank you for your patience and interest in employment at Western Oregon University.