



STAFF VACANCY

Position: Project Administrator
EEO No. RD_____

Duties:

- Administer Project under the direction of Principle Investigator.
- Direct all project activities.
- Supervise all employees within parameters of the contract.
- Work collaboratively with associated investigators.
- Coordinate training in technology integration.
- Provide planning assistance for project implementation.
- Disseminate information concerning the project.
- Coordinate applications for project funding continuation.
- Attend all meetings pertinent to the project activities.

Qualifications: Masters Degree in _____.
Minimum of ____ years experience in discipline.
Advanced computer knowledge and skills.
Administrative skills and experience.

Funding: The position is funded through the U.S. Department of
_____ initiative _____ under the
_____ Program Grant # R-0000.

Salary: Commensurate with experience and qualifications.

Applications: For consideration, applications and supporting materials
Must be submitted by 4:30 PM on _____, 2000
and should be directed to:

Name of Dean
Name of College
P.O. Box #####
Lafayette LA 70504-####