NOTICE OF VACANCY
Operations Coordinator for the Dynamic Compression Sector at the Advanced Photon Source, Argonne, Illinois

Description of Position
Washington State University (WSU) is seeking to hire a strongly self-motivated, talented Operations Coordinator (Administrative/Professional Staff Member) to support the administrative activities at a first-of-a-kind experimental user facility: The Dynamic Compression Sector (DCS) at the Advanced Photon Source (APS), Argonne National Laboratory. The DCS constitutes a new paradigm for understanding the dynamic compression and deformation response of materials on under extreme conditions. Real-time, atomistic-scale investigations of condensed matter phenomena can be undertaken in single event experiments through time-resolved, in-situ measurements utilizing the tunable, high energy X-ray capabilities at the APS.

The location for this WSU position is the Advanced Photon Source, Argonne National Laboratory in Lemont, Illinois. This position requires a high level of professionalism, strong organizational skills, and the ability to meet deadlines. The DCS Operations Coordinator is responsible for directly supporting DCS operations related to procurement, project management, user support activities, and financial reporting. In addition, this position provides back-up for the Administrative Coordinator position.

Responsibilities for this entry level position include, but are not limited to:

1. Coordinate 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.

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

3. Manage and track financial activity related to agreements with various entities, including Argonne National Laboratory, such as service agreements, subcontracts, and blanket purchasing agreements.

4. Manage, prepare, and coordinate the monthly financial reports and accounting operations for the Dynamic Compression Sector. Provide concise and accurate monthly financial reports, as required by the DCS Manager, which include tracking expenditures and projecting future spending rates.

5. Under the supervision of the DCS Manager, perform advanced planning activities related to the user activities and experimental runs.

6. Manage annual physical inventory of supplies and equipment; coordinate periodic spot-checks to determine the accuracy of DCS inventory; and the maintenance of inventory
7. Develop, implement, and audit policies and procedures to comply with university, state, federal, and other relevant laws and regulations.

8. Ensure strong communication and close coordination of activities between the DCS and the Institute for Shock Physics.

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.

- Demonstrated experience using accounting information systems and/or applications software.

- Demonstrated ability to work collegially and collaboratively with diverse internal and external constituencies.

- Demonstrated ability to communicate effectively both orally and in writing.

- Demonstrated ability to multitask and prioritize conflicting issues.

- Demonstrated ability to have a client service focus.

- Demonstrated proficiency in Microsoft Office environment, including spreadsheet, database, word processing, calendaring and email.

- Demonstrated capability to exercise good judgment and analytical thought processes

Preferred Qualifications

- Experience in a business setting requiring accountability in financial reporting.

- Knowledge of databases and standard query language.

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/30366. 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, dcs.info@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))

- **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))

- **Applied Sciences Laboratory - Spokane, WA**: Transforming science into practical solutions ([asl.wsu.edu](http://asl.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, the Tri-Cities and Everett. 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 29,686 undergraduate, graduate, and professional students. The University offers more than fields of study, with 90 majors for undergraduates, 76 master’s degree programs, 64 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; Medical Sciences, Nursing; Pharmacy; Veterinary Medicine) and a Graduate School. WSU is establishing a medical school with preliminary accreditation anticipated in the fall of 2016. For more information, please visit [www.wsu.edu](http://www.wsu.edu).

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