Description of Position
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 ISP represents a unique, multidisciplinary research enterprise with three locations (Pullman, WA; Spokane, WA; Argonne, IL) and strong partnerships with National Laboratories and academic institutions, such as Princeton, Caltech, and Stanford.

Since 1997, the Institute has conducted externally funded research for a broad range of fundamental and applied research projects in the physical sciences and engineering for government agencies and companies, 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 managing grants and contracts, coordinating pre- and post-award activities and reporting requirements, developing financial reports, and performing general office management.

This position is a full-time, 12-month (renewable year after year), Administrative/Professional position based in Pullman, WA. The salary will be commensurate with the responsibilities, as well as the candidate’s experience. Other benefits include health/dental insurance, vacation/sick leave, retirement plans, and access to University facilities.

Representative responsibilities include, but are not limited to:

- Managing ISP grants and contracts, including the development and oversight 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.
- Coordinating contractual matters on behalf of the ISP, such as, non-disclosure agreements, service center agreements, and maintenance contracts.
- Assisting in financial planning, such as developing and modifying forecasts, cost estimates, trend analyses, and compiling and analyzing data/statistics.
- Developing, implementing, and auditing internal financial reporting systems, controls, and management information systems.
- Performing general office management for the ISP, including managing physical inventories and associated records, making travel arrangements, planning events and meetings, and maintaining A/V equipment.
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

- Experience in an academic institution

Application Process
To apply, please submit application materials via the WSU Human Resource Services website: WSU Jobs. 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, sheyns@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)

WSU is an EO/AA Educator and Employer.