

NOTICE OF VACANCY

Administrative Manager for the Dynamic Compression Sector Advanced Photon Source, Argonne National Laboratory



Washington State University (WSU) seeks applications for an **Administrative Manager** for the Dynamic Compression Sector (DCS) at the Advanced Photon Source (APS), Argonne National Laboratory located in Lemont, IL. The DCS Administrative Manager is responsible for administrative operations, project management, user support activities, and external relations. The DCS, sponsored by the DOE/NNSA and operated by Washington State University (Institute for Shock Physics), is a national user facility with a focus on understanding the dynamic compression response of materials under extreme conditions. This position requires a high level of professionalism, strong communication and organizational skills, and the ability to meet deadlines.



This position is in Lemont, Illinois.

Annual Salary: \$80,000 - 95,000 (6,666.67 - 7,916.66 per month) | *Commensurate with experience and qualifications.* In accordance with [RCW 49.58.110](#), the above salary reflects the full salary range for this position. Individual placement within the range is based on the candidate's current experience, education, skills, and abilities related to the position.

Benefits: WSU offers a comprehensive benefits package which includes paid sick and vacation leave; paid holidays; medical, dental, life and disability insurance package for employees and dependents; retirement; deferred compensation and optional supplemental retirement accounts.

Representative duties

- Act as the primary administrative contact for both internal and external constituencies while providing excellent service in keeping with the values and mission of the DCS. The scope of interactions includes close coordination with the Institute for Shock Physics in Pullman, WA, and external constituencies, such as the APS, federal agencies, national laboratories, and the DCS user community.
- Provide project management for a wide variety of activities, with guidance from the DCS Manager, related to the planning for experimental runs, operation of the experimental stations, and acquisition and installation of new equipment.
- Manage and coordinate user visits for experiments, including interactions with DCS faculty/staff, correspondence, and visit logistics. Develop pro-active, customer focused strategies to meet the needs of users.
- Provide office management for the DCS and act as a back-up for responsibilities performed by the DCS Business Operations Coordinator, such as purchasing, arranging travel, budget tracking, and financial reporting.
- Direct and lead personnel administration activities including recruitment, onboarding, and implementing/supervising policies and procedures related to personnel management.

- Lead external relations activities such as composing reports for federal sponsors, editing scientific highlights for the user community, collecting metrics related to user operations, and creating materials for meetings and events, including promotional materials and web site content.
- Develop, implement, and audit policies and procedures to comply with relevant laws and regulations (WSU, State, Federal, and Argonne National Laboratory).



Required Qualifications

- Bachelor's degree in a related field.
- Excellent computer skills including proficiency with Microsoft Office applications such as Word, Excel, and PowerPoint.
- Demonstrated experience in project planning with proven ability to multitask and meet deadlines.
- Demonstrated ability to communicate effectively both orally and in writing.
- Demonstrated experience managing people in a complex and changing environment.
- Demonstrated ability to perform tasks with a high degree of accuracy, and thoroughness.
- Demonstrated ability to work collegially and collaboratively with diverse internal and external constituencies and maintain a client service focus.
- Demonstrated capability to exercise good judgment and analytical thought processes.
- Demonstrated record of responsible administrative support background.

Preferred Qualifications

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

Applications

Please submit the following information via [WSU Jobs Posting R-12299](#):

- Cover letter explicitly addressing the qualifications for this position and date of availability
- Detailed resume
- Contact information (names, email, and addresses) for three professional references

Questions may be submitted to Sheila Heyns, Assistant Director for Administration and External Relations, Institute for Shock Physics, 509-335-1861, ispjobs@wsu.edu.

Additional Information

Dynamic Compression Sector

The Dynamic Compression Sector (DCS), sponsored by the National Nuclear Security Administration (NNSA) of the Department of Energy (DOE), is a first-of-its-kind capability dedicated to dynamic compression science.

Washington State University operates the DCS and led the effort to develop and build the DCS experimental capabilities and instrumentation, in collaboration with the Advanced Photon Source (APS); DOE/NNSA National Laboratories (Los Alamos, Lawrence Livermore, and Sandia); Army Research Laboratory; and University of Rochester (LLE). The DCS represents a novel and visionary capability in support of the NNSA's scientific mission and offers an opportunity to pursue fundamental science that has not been possible at any other synchrotron facilities to date. For more information, please visit <https://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, the Tri-Cities, and Everett. Due to its strong emphasis on excellence in research and education, the Carnegie Classification™ has designated WSU as R1/Tier 1: Doctoral University – Highest Research Activity. Current enrollment is approximately 31,600 undergraduate, graduate, and professional students. The University offers 98 majors, 86 minors, and 100+ in-major specializations for undergraduates, 78 master's degree programs, 65 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 Pharmaceutical Sciences; and Veterinary Medicine) and a Graduate School. For more information, please visit <https://wsu.edu>.



Lemont, IL

Lemont, a southwest suburb of Chicago, is in Cook, DuPage, and Will counties. Surrounded by greenery and outdoor activities such as walking trails, biking trails, and multiple waterways, Lemont provides one-of-a-kind opportunities for exploring. Its charming downtown offers dining, shopping, and historic interest for its 18,000 residents.

WSU does not discriminate and prohibits discrimination on the basis of sex, race, color, national origin, disability, age, religion, creed, genetic information, marital status, protected veteran/military status, or immigration or citizenship status in any education program or activity that it operates complaint with Title IX and other civil rights laws and regulations. Inquiries regarding Title IX, ADA, or other civil rights laws, as well as reports of discrimination can be directed to the [Compliance and Civil Rights, WSU ADA Coordinator](#), or [WSU Title IX Coordinator](#). More information on WSU's policies and procedures to respond to discrimination and harassment are available here: [Nondiscrimination statement](#).