

## NOTICE OF VACANCY

### Administrative Coordinator

#### Description of Position

Washington State University (WSU) is seeking to hire a strongly self-motivated, resourceful Administrative Coordinator to join the administrative team in the Institute for Shock Physics (ISP). 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. The Institute is an externally funded research organization that conducts 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. The Administrative Coordinator is responsible for providing confidential administrative support and the independent management of key operational functions for the Institute including recruitment, external relations, programs/events, and reporting requirements.



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.

#### Responsibilities

Representative responsibilities include, but are not limited to:

- Manages all phases of the recruitment and selection of prospective new faculty and staff from start to finish; coordinates the development of and plans the agendas for candidate visits including interactions with ISP and ASL faculty/staff, corresponds with the candidate, and manages all logistics for the visit.
- Leads the effort in creating marketing materials used in external relations, including web site maintenance and preparation of printed materials. This includes writing content and graphic design to convey a sense of scientific excitement.
- Manages administration and logistics of special programs and events, including: site reviews by Federal Agencies, scientific workshops, collaborative meetings, etc.
- Serves as the coordinator for the administrative aspects of grants/contracts, such as tracking deliverables, timelines, and overall project requirements. This includes coordinating milestones, reporting, and planning.
- Develops and implements a system to identify and collect quantifiable metrics for reporting to internal and external constituencies including grant funded initiatives. This includes, but is not limited to, information about graduate studies, publications, conference presentations, seminars, technical reports, and faculty expertise.
- Acts as a back-up for the Assistant to the Director in providing confidential administrative support. The scope of interactions will include external constituencies, such as National

Laboratories and Federal Agencies and will regularly require the use of independent judgment and discretion.

- Prepares, reviews, and coordinates correspondence, presentations, and reports.
- Provides and oversees support activities such as receiving and directing calls, maintaining calendars, scheduling appointments, and ensuring appropriate coordination and follow-up.
- Ensures materials are prepared or coordinated on behalf of the Director; collects background and current material (e.g., correspondence, reports, specific policies and procedures, etc.) for specific projects.

### **Required Qualifications**

A Bachelor's degree in a relevant field and three years of administrative support experience related to the position. Any combination of relevant education and experience may be substituted for the educational requirement on a year-for-year basis.

- Excellent communication skills, both oral and written.
- Strong computing skills and use of MS Office for preparation of reports and presentations.
- Demonstrated ability to deal simultaneously with several projects; and solve problems for a wide range of complex tasks.
- Personal attributes should include critical thinking, good judgment, clear sense of purpose, attention to detail, ability to work effectively in a team, and accountability.
- Experience in implementing and executing quality control measures.
- Demonstrated ability to function positively in a fast-paced, professional environment

### **Preferred Qualifications**

- Knowledge of specified information-gathering projects and implementation of information and record keeping systems.
- Knowledge of the principles and practices associated with recruitment of personnel.
- Experience in working in a research environment.

### **Application Process:**

To apply, visit <https://www.wsujobs.com/postings/32820> . Applicants should submit a cover letter addressing the required and preferred qualifications for this position, detailed resume, and the names and contact information of three professional references. Questions may be submitted to:

Sheila Heyns  
Senior Manager, Administration and Operations  
Institute for Shock Physics  
509-335-1861, [ispjobs@wsu.edu](mailto:ispjobs@wsu.edu)

This position is available now and recruitment will continue until the position is filled.

**Additional information about the Institute for Shock Physics and Washington State University follows:**

**The Institute for Shock Physics Overview**

The Institute for Shock Physics (ISP) is a multi-disciplinary research organization that emphasizes scientific creativity and diversity in the physical sciences and engineering. The Institute is comprised of three locations with complimentary research missions:

- *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))



*The Institute for Shock Physics*

**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 and the Tri-Cities. Due to its strong emphasis on excellence in research and education, the Carnegie Classification™ has designated WSU as RU/VH: Research Universities (very high research activity). Current enrollment is approximately 29,686 undergraduate, graduate, and professional students. The University offers more than 200 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 has established a medical school with preliminary accreditation received in Fall 2016. For more information, please visit [www.wsu.edu](http://www.wsu.edu).



*Washington State University*

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