

Position	Department	Reports to
Research Coordinator	Lilly Center for Lakes and Streams	Assistant Director, Lilly Center for Lakes and Streams

**Scope of Responsibilities:** Provide research activity coordination support to the director and assistant director of the Lilly Center for Lakes & Streams as it relates to functions of the Lilly Center and the Environmental Science program.

**General Responsibilities:** Provide research coordination support to the director and assistant director of the Lilly Center for Lakes & Streams as assigned and according to regular research program activities. Coordinate existing and new research projects, including training and coordinating research team members. Efficiently plan, execute and document each research effort which may include funding proposal writing, equipment maintenance and calibration, field sampling, ordering supplies and equipment, data management and analysis, presenting results, and writing reports. Maintain and improve research programs from year to year. Assist with fundraising for and marketing of research efforts. Use discretion and independent judgment to fulfill duties regarding both internal and external constituencies. Use discretion and independent judgment in the handling of information that is of a sensitive or confidential nature. Effectively interact with regular center staff, K-12 and college students, sponsors, donors, funding agencies, and others who may come into contact with the Lilly Center. Maintain and develop partnerships with donors, government agencies, and other non-profits. Coordinate student research efforts and ensure a high level of accuracy and attention to detail in research team members' work. Assist the director and other Lilly Center staff as needed. Assist with other miscellaneous institutionally-related duties as assigned by director or assistant director when workload permits. Work a flexible schedule as needed, including some evenings and weekends. Perform other duties as assigned.

**Qualifications:**

**Minimum:** Four-year college degree in a scientific field. Proficient in the written English language, punctuation, and spelling. Proficient use of computer including a working knowledge of Microsoft Word, PowerPoint, and Excel software programs. Experience utilizing other office equipment such as printer, phone, and copier. Evidence of a strong Christian faith and commitment to Christ. Must be able to maintain a high level of accuracy and attention to detail.

**Preferred:** Four-year college degree in environmental science, biology, ecology, or a related field. Prior experience in proposal writing, equipment maintenance and calibration, field sampling, ordering supplies and equipment, data management and analysis, presenting results, and writing reports. Prior experience in non-profit fundraising and communications. Prior experience working with K-12 students, college students, or community volunteers. Creative and innovative problem-solving skills.

**Status:** Full Time; Non-Exempt

A completed staff application, 2 employment references and a spiritual life reference must be submitted in order to be considered for employment. Applications are available in the Human Resource Office or can be downloaded at <http://www.grace.edu>, Employment.

**Posted:** 3-27-18