



The [Central California Writing Project](#) (CCWP) at the University of California, Santa Cruz (UCSC) invites applications for the position of Grant, Project and Professional Development Administrator under the direction of the site director and the principal investigators. The mission of the CCWP is to improve the teaching of writing in K-12 California schools. Through a variety of grants and contracts, the CCWP provides professional development to teachers and administrators; provides direct services to students; and works closely with other educational agencies on various writing projects. The CCWP Grant, Project and Professional Development Administrator will contribute to the administration and facilitation of these services through expertise in fiscal management and grant and contract administration.

The successful candidate will manage and administer grants and contracts; provide logistical support for teacher consultants; serve as a liaison between various constituencies; oversee the collection, reporting, and entry of data; work collaboratively with the directors and principal investigators; maintain budgets; and create a friendly and accessible office environment. The position requires that the selected candidate possess strong communication and problem solving skills, work accurately with close attention to detail, and be proficient in a variety of computer applications. The ability to work both independently and collaboratively is essential.

Applicants who possess any or all of the following preferred qualifications are strongly encouraged to apply:

- Expertise in publicity and website design
- Expertise in grant writing
- Familiarity with fiscal management at UCSC
- Knowledge of the field of education and writing instruction
- Experience with the professional development of teachers

**RANK:** Academic Coordinator I

**SALARY:** Minimum starting salary is \$49,500, commensurate with qualifications, experience, and the appointment's percentage of time.

**BASIC QUALIFICATIONS:** Bachelor's degree or equivalent foreign degree

**POSITION AVAILABLE:** As soon as possible.

**TERM OF APPOINTMENT:** The initial appointment is at fifty percent time and for a period of twenty-four months, with the possibility of reappointment. Should the hiring unit propose reappointment, a review to assess performance will be conducted. Reappointment is also contingent upon availability of funding.

**TO APPLY:** Applications are accepted via the UCSC Academic Recruit online system, and must include a letter of application that describes how you meet the position's qualifications, a curriculum vitae or resume, and three confidential letters of recommendation\*. Documents/materials must be submitted as PDF files.

**APPLY AT** <https://recruit.ucsc.edu/apply/JPF00452>

Refer to Position #JPF00452-17T in all correspondence.

\*All letters will be treated as confidential per University of California policy and California state law. For reference letters provided via a third party (i.e., dossier service, career center), direct the author to UCSC's confidentiality statement at <http://apo.ucsc.edu/confstm.htm>.

**CLOSING DATE:** Review of applications will begin on June 5, 2017. To ensure full consideration, applications should be complete by this date. The position will remain open until filled, but not later than October 1, 2017.

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The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, or protected veteran status. UC Santa Cruz is committed to excellence through diversity and strives to establish a climate that welcomes, celebrates, and promotes respect for the contributions of all students and employees. Inquiries regarding the University's equal employment opportunity policies may be directed to: Office for Diversity, Equity, and Inclusion at the University of California, Santa Cruz, CA 95064; (831) 459-2686.

Under Federal law, the University of California may employ only individuals who are legally able to work in the United States as established by providing documents as specified in the Immigration Reform and Control Act of 1986. Certain UCSC positions funded by federal contracts or sub-contracts require the selected candidate to pass an E-Verify check. More information is available here or from the Academic Personnel Office (APO) at (831) 459-4300.

UCSC is a smoke & tobacco-free campus.

If you need accommodation due to a disability, please contact the Academic Personnel Office at [apo@ucsc.edu](mailto:apo@ucsc.edu) (831) 459-4300.

VISIT THE APO WEB SITE AT: <http://apo.ucsc.edu>