

NOTICE OF VACANCY

Position: **Grant Writer (part-time)**

Qualifications:

- Commitment to the mission of two-year colleges;
- Honesty and integrity;
Evidence of success in grant writing preferred;
- Associate degree required; Bachelor degree preferred;
- Self-motivated with creative vision;
- Effective writing and organization skills;

Responsibilities:

- Reports to Director of Institutional Advancement;
- Generates reports and supporting documents in response to solicitations;
- Submits proposals in timely, well-written, well-researched manner;
- Maintains and tracks proposals and cultivation activities;
- Writes necessary reports to government, corporate or other foundation funders;
- Engages with institutional employees to solicit invitations for grant proposals;
- Serves as liaison to all funding organizations or agencies;
- Works on special projects as needed;
- Researches grant opportunities that will meet the needs of the institution;
- Other duties as assigned.

Salary: Commensurate with education and experience

Inquiries: **Ms. Treva Kennedy, Director of Institutional Advancement**
Phone: 918.465.1873

Application: Submit an application letter, current Eastern employment application, transcript(s), and resume to:

Joyce Bills, Human Resources
1301 West Main
Wilburton, OK 74578

E-Mail: jbills@eossc.edu
Fax: 918.465.4421

Closing Date: Position to remain open until qualified candidate selected

Employment Date: ASAP

**Eastern Oklahoma State College is an Equal Opportunity Employer (EOE)
and
Affirmative Action Employer (AAE)**