



Title: Administrative Assistant – Proposal Support

Reports To: Sponsored Projects Manager

Location: Tucson, AZ

Employee Type: Full-Time

Hours Per Week: 20 - 40

FLSA Status: Non-Exempt

Travel: None

Desired Start Date: As soon as possible

Rate of Pay: \$22.00 - \$25.00/hour (Depending on Experience)

Benefits: Medical and dental insurance, life insurance, disability, retirement plan, and more.

PSI will not sponsor applicants for work visas.

Post Date: Starting 9/24/2024

Contact Information: PSI Human Resources, Email: hr@psi.edu

Summary Job Description:

The Planetary Science Institute (PSI) is seeking to hire an experienced and detail-oriented individual for the position of Proposal Support Administrative Assistant. This individual must be a self-starter, extremely organized, able to multi-task, prioritize deadlines and manage competing demands.

Key responsibilities:

- Review proposal budgets in PSI's proposal program for accuracy and completeness and notifies scientists of missing information and/or fields that need revision.
- Ensures proposal budgets meet all agency requirements (such as size, correct margins).
- Proofread proposals to ensure compliance with NASA guidelines. Communicate with Principal Investigators any issues that need to be resolved prior to proposal submission.
- Assist in maintaining sponsored projects files and grants management database and logs.
- Provides routine assistance to the Sponsored Projects team that is guided by prescribed processes and procedures.

Note: Management may assign or reassign duties and responsibilities to this job at any time.

Required Knowledge, Skills, and Abilities:

- Demonstrated ability to be accurate with meticulous attention to detail.
- Extensive knowledge in the use of computer software, including all Microsoft Office applications and Adobe Acrobat.
- Clear and effective verbal and written communications skills. Listening and speaking skills are essential; must be able to convey information effectively.
- Excellent organization and time management skills, and ability to work independently.
- Act as a reliable and supportive team member.
- Ability to handle data with confidentiality.

Education and Experience:

- Associate's degree or completion of college level courses in a related field, such as business or administrative assistant, and three (3) years of relevant work experience. Candidates will be considered if an equivalent combination of relevant experience, training, and/or education from which comparable knowledge, skills and abilities have been achieved. Special consideration may be given to applicants with experience in sponsored research/grants administration and knowledge of NSPIRES.

Must be able to perform essential physical, mental, and environmental conditions of the job:

Physical: Capability to work for extended periods on a computer. Ability to communicate clearly with others.

Occasionally walk, stand or stoop; lift, carry, push, pull, or otherwise move objects weighing up to 25 pounds.

Mental: Regularly required to use written and oral communication skills; read and interpret fairly complex data, information, and documents; analyze and solve problems; observe and interpret situations; use math and mathematical reasoning; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; and interact with PSI management and staff.

Environmental: The working conditions are normal for an office environment, with a noise level in the work area typical of most office environments with telephones, interruptions, and background noises.

To apply for the position:

If you are interested in applying for this position and meet all the above requirements, please submit the following documents to hr@psi.edu:

- A cover letter that addresses your interest and qualifications for this position.
- Resume
- Completed Application and Voluntary Self-Identification form (can be found on www.psi.edu or by sending a request to hr@psi.edu).

Planetary Science Institute
Human Resources
1700 E. Ft. Lowell Rd., Suite 106
Tucson, AZ 85719
Email: hr@psi.edu

PSI is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to their race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or status as a protected veteran, or any other characteristic protected by law.

The Planetary Science Institute is a private, nonprofit 501(c)(3) corporation dedicated to Solar System exploration. It is headquartered in Tucson, Arizona, where it was founded in 1972. PSI scientists are involved in NASA and international missions, the study of Mars and other planets, the Moon, asteroids, comets, interplanetary dust, impact physics, the origin of the Solar System, extra-solar planet formation, dynamic evolution of planetary systems, the rise of life, and other areas of research. They conduct fieldwork on all continents around the world. They also are actively involved in science education and public outreach through school programs, children's books, popular science books and art. PSI scientists and educators are based in 30 states and the District of Columbia.