



Office of Research and Economic Development
University of Nebraska-Lincoln

NATIONAL RECOGNITION AND AWARDS COORDINATOR

The University of Nebraska-Lincoln (UNL) has achieved great success since 2000. UNL has expanded the breadth and depth of its research, scholarship and creative activity; strengthened its educational programs; and enhanced technology development efforts to commercialize research discoveries to benefit society and fuel Nebraska's economy. At the same time, a [major institutional focus](#) has been on increasing the number of faculty receiving prestigious national awards in recognition of their academic excellence and impact. This led to a 229 percent increase in the number of UNL faculty earning awards recognized by the National Research Council. UNL's Office of Research and Economic Development is seeking a qualified individual to help continue that positive momentum.

Responsibilities

The primary responsibilities of the National Recognition and Awards Coordinator are to:

- maintain a target list of prestigious national awards and memberships in honorary societies;
- monitor data regarding the number of faculty receiving national honors and awards;
- disseminate relevant faculty award opportunities to the campus community;
- partner with administrators to identify faculty competitive for national honors and awards;
- assist with the development and writing of award nominations and editing completed application materials; and
- coordinating and monitoring the award nomination process.

Qualifications

A master's degree and three years of complex writing experience are required. Experience working with faculty at a major research university and developing marketing materials is preferred. Excellent project management, communication and writing and editing skills are necessary, as are exceptional organizational skills and the ability to quickly become familiar with complex subject matter in a wide variety of scientific and scholarly disciplines. Skill working with professionals from diverse backgrounds and the ability and flexibility to manage multiple projects in a deadline-driven environment are essential. Broad knowledge of nationally prestigious awards and the guidelines informing their preparation is helpful.

Compensation and Benefits

Salary is competitive (\$55,000 minimum), and benefits include a staff/dependent scholarship program. Relocation assistance is available.

Learn More and Apply

To learn more or apply, view requisition S_190835 at <https://employment.unl.edu>. UNL is an EO/AA employer and encourages minorities, women, veterans and individuals with disabilities to apply. Application review begins on September 23, 2019. The position will remain open until filled. For questions or accommodations, contact Ember Welsch at 402-472-4563.

