

IISG Seeks New Research & Reporting Administrator

Illinois-Indiana Sea Grant (IISG) is seeking a talented and passionate person to join our team as a Research & Reporting Administrator. This is an exciting leadership opportunity for someone interested in managing a competitive research portfolio and leading our annual reporting process to make a real impact on the health and vitality of our Great Lakes ecosystems and communities. The successful candidate will be responsible for overseeing our research competitions, spearheading data collection and reporting for our ~\$5 million program, and supervising a small team of dedicated staff.

Illinois-Indiana Sea Grant is part of a national network dedicated to the sustainable use of Great Lakes and marine resources. We bring together scientists, educators, and community leaders to address pressing coastal issues in four main focus areas: Healthy Coastal Ecosystems, Resilient Communities and Economies, Environmental Literacy and Workforce Development, and Sustainable Fisheries and Aquaculture. Our work is collaborative, science-based, and focused on creating tangible benefits for the environment and the millions of people who depend on these crucial water resources.

We encourage you to learn more about this position and consider applying. You can find the complete job description, qualifications, and application instructions at the following link:

https://careers.purdue.edu/job/Research-&-Reporting-Administrator%2C-IISG/38813-en_US/

 iisg@purdue.edu

 765-496-6009

 iiseagrant.org

 195 Marsteller Street, Forestry 210, West Lafayette, IN

Req Id: 38813

Job Title: Research & Reporting Administrator, IISG

City: West Lafayette

Job Description:

Job Summary

Working with a high degree of autonomy, the Research & Reporting Administrator is responsible for managing Illinois-Indiana Sea Grant's ~\$400,000 per year competitive research portfolio. This includes:

- Leading the analysis and investigation of complex environmental and community challenges to identify and prioritize critical research needs
- Developing requests for proposals based around those needs
- Running research competitions to identify fundable research projects
- Overseeing budgets related to research expenditures

The Administrator will serve as IISG's liaison to the Research Coordinators Network and will communicate IISG's funded research results to advisory committees and other interested groups in order to inform future strategic planning and demonstrate program impact. In addition, this position will spearhead the annual reporting cycle for IISG's ~\$5 million annual program budget, a process that involves collecting quantitative and qualitative data from staff and funded researchers and is responsible for consolidating these inputs, ensuring data integrity, and transforming them into clear, compelling reports that fulfill requirements for our various funding agencies and internal administrative requests. This leadership position also includes managing the IISG reporting team and delegating tasks as appropriate as well as supervising 3–5 IISG staff members, potentially including the communication coordinator, campus engagement coordinator, administrative and layout assistant, and others as necessary. This includes coaching them on effective work and supporting their professional growth within the organization and across the national Sea Grant Network, ensuring that their work is completed in a timely manner and that their work is aligned with IISG's broader strategic objectives.

What We're Looking For:

- Master's degree or higher in a natural science, planning, social science or related field relevant to Illinois-Indiana Sea Grant
- 4 years of relevant experience.
 - 3 years' experience managing multiple large research budgets, either as a competitive research program manager or as a funded researcher
 - At least 2 years' experience in supervising, coaching, or mentoring professional staff
- An equivalent combination of education and experience may also be considered. (Bachelor's degree in a natural science, planning, social science or related field relevant to Illinois-Indiana Sea Grant + 6 years of relevant experience)
- Knowledge of grants management
- In-depth knowledge of the academic peer-review and research funding process
- Ability to synthesize qualitative and quantitative reporting data
- Demonstrated ability to think strategically and solve complex problems
- Excellent interpersonal skills with a proven ability to build relationships and collaborate effectively with a wide variety of stakeholders (e.g., researchers, agency partners, advisory committees).
- Proficiency in budget analysis and financial tracking
- Strong oral and written communication skills
- Strong organizational and time management skills with emphasis on accuracy and attention to detail
- Ability to work independently and contribute to a team environment
- Ability to maintain a flexible work schedule; including nights and weekends to attend occasional events and occasional overnight travel to conferences and meetings

Nice to Have:

- Experience with running research competitions, including developing RFPs, finding peer reviewers and managing the peer review process, and making funding recommendations
- Knowledge of federal and state programs and associated federal requirements and guidelines for agencies involved in research, outreach, and education in the Great Lakes
- Knowledge of key IISG-relevant environmental and natural resources issues in Illinois, Indiana, and beyond
- Familiarity with federal project management systems such as eRA Commons

What We'd Like You to Know:

- To learn more about [Purdue's benefits summary](#)
- Purdue will not sponsor employment authorization for this position
- A background check will be required for employment in this position
- FLSA: Exempt (Not Eligible For Overtime)
- Retirement Eligibility: Defined Contributions immediately
- Purdue University is an EO university.

Career Stream

Management 4

Pay Band S080

Link to Purdue University's compensation

guidelines: <https://www.purdue.edu/hr/mngcareer/compguidelines/index.php>

Job Code #20002614

Link to Career Path Maker: <https://www.purdue.edu/hr/careerpathmaker/>

*Effective August 1, Purdue implemented a new background screen policy: any internal transfer will receive a new background screen if one has not been run within the last year.

Who We Are

Purdue is a community built on collaboration, with global perspectives, Boilermaker pride and endless opportunity to live, learn and grow. Join us and contribute to our culture.

EO

Purdue University is an EO/EA University.

Apply now

Posting Start Date: 9/22/25