

Kjerstin Stanavige

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Educational Background

B.S., English, Brigham Young University–Idaho (Rexburg, ID) <ul style="list-style-type: none">• Graduated cum laude with Bachelor of Science in English, 3.9 GPA• Selected from graduating class to read original essay at commencement	January 2008– December 2011
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Current Position

Centers' Coordinator & Pre-Award Coordinator The Research Institute, Western Oregon University (Monmouth, OR) <ul style="list-style-type: none">• Perform all of the Centers' Coordinator tasks listed below• Locate potential sources of grant funding and connect faculty with opportunities• Walk faculty through the grant writing process from concept through submission; tasks include connecting faculty with relevant expertise/interests, providing checklists and schedules, answering questions, providing education on grant writing best practices, directing faculty toward services provided by The Research Institute (TRI) and Western Oregon University (WOU), and otherwise serving as a one-stop resource• Provide editing and review services to faculty pursuing grants• Handle the logistics of grant submissions; tasks include providing legal documents, filling out forms, ensuring adherence to all proposal guidelines, managing online grant submission systems (e.g., Grants.gov Workspaces, NSF FastLane, etc.), and coordinating with faculty throughout the review and submission process• Submit grants as WOU's Authorized Organization Representative• Coordinate with the Provost's Office, WOU Business Office, and TRI Grants Management Office to ensure timely grant submissions and record-keeping• Provide three grant writing workshops annually to faculty and staff	July 2016 – present
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Previous Positions

Centers' Coordinator The Research Institute, Western Oregon University (Monmouth, OR) <ul style="list-style-type: none">• Coordinate activities of TRI's eight internal centers and ensure open, consistent communication between Center Directors• Maintain awareness of all centers' ongoing projects and ensure teamwork and cross-pollination between centers• Collaborate closely with TRI Director to devise, implement, and/or improve processes and systems, maintain awareness of all TRI projects, provide faculty	March 2015 – July 2016
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<p>with professional development opportunities, and generally take initiative toward the improvement of TRI</p> <ul style="list-style-type: none"> • Perform administrative tasks for TRI Director 	
<p>Social Media Coordinator & QRIS Technical Assistance Specialist The Research Institute, Western Oregon University (Monmouth, OR)</p> <ul style="list-style-type: none"> • Manage and update all social media pages for The Research Institute (TRI) and its Centers, including multiple pages on Facebook, Twitter, LinkedIn, and YouTube • Respond to inquiries on all social media channels in a timely manner • Moderate multiple groups on TRI website, including a group of 60+ Quality Rating & Improvement System (QRIS) staff members • Handle administration of TRI email list • Curate online library • Design and disseminate newsletters, including TRI's monthly newsletter and QRIS's quarterly newsletter • Provide specialized technical assistance with QRIS portfolios that do not meet their rating on initial submission • Oversee programs needing to submit additional evidence for their QRIS rating • Prepare QRIS designation materials and supervise student worker handling portfolio returns • Answer questions via QRIS Help email • Present at multiple QRIS trainings and statewide conference annually • Work with staff and contractor to design and test online portfolio system 	<p>March 2014 – March 2015</p>
<p>Administrative Assistant The Research Institute, Western Oregon University (Monmouth, OR)</p> <ul style="list-style-type: none"> • Collaborate with members of the Center on Inclusion to develop and implement policies and processes for Oregon's Quality Rating and Improvement System (QRIS) • Develop and update internal and external QRIS scoring sheets and organizational documents • Perform completeness and Personnel Qualifications checks on QRIS portfolios • Work with child care providers to ensure completeness of QRIS portfolios • Provide specialized technical assistance with selected portfolios that do not meet their rating on initial submission • Perform various administrative and support tasks, including organizing and mailing QRIS documents and portfolios • Supervise student workers in assembling and mailing QRIS Welcome Kits and other documents • Monitor QRIS Help email and answer and redirect questions and concerns as appropriate • Take meeting notes and ensure consistency in monthly notes, minutes, and action items 	<p>April 2013 – March 2014</p>