Proposal Coordinator

Job Code 50010372

General Description
Responsible for coordinating the efforts of faculty members in the preparation and submission of grant proposals to various funding entities.

Examples of Duties
- Assist in preparation of proposal submissions.
- Assist principal investigator to ensure appropriate documentation is submitted.
- Electronically submit proposals to agencies and other funding sources.
- Assist with preparation and delivery of award package to post award contact.
- Assist with routing proposals for approval.
- Provide training of university faculty and others.
- Assist faculty and staff with locating resources required for proposals.
- Assist in development and maintenance of university proposal submission and review process.
- Prepare reports.
- Develop and maintain training materials.
- Monitor and report allowable effort committed time for each proposal.
- Perform other duties as assigned.

Knowledge, Skills, and Abilities
Knowledge of: Specific computer software, internal and external policy and procedure sources and references.
Skill in: Writing complex financial reports, communicating with staff, faculty and others, working as a team member, establishing rapport, resolving problems.
Ability to: Understand complex written guidelines, federal, state and private policies and procedures, university policies and procedures, perform intermediate math, communicate effectively.

Experience and Education
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

Other Requirements

Revised 09/27/2012