

## **Research Coordinator**

### **Job Code 50020767**

#### **General Description**

Responsible for supporting the research agendas of faculty and graduate students by assisting with budget development and post-award administration of grants and contracts.

#### **Examples of Duties**

Assist with pre-award budget planning and development.

Assist with post-award administration.

Assist with post-award audit inquiries and closeout process.

Prepare materials and provide assistance to faculty through the pre-and post-award processes.

Record and monitor submitted proposals as well as funded grants and contracts.

Communicate, collaborate, and meet with faculty and others.

Perform other duties as assigned.

#### **Knowledge, Skills, and Abilities**

**Knowledge of:** Applicable federal statutes, regulations and policies, Notice of Award rules, budgetary guidelines and policies.

**Skill in:** Preparing correspondence and reports, feedback on proposal documents, resource documents, creating spreadsheets and budget proposals, establishing a rapport with others, managing multiple priorities, monitoring compliance, meeting facilitation, critical and creative thinking, negotiation, discretion, using Microsoft Office Suite.

**Ability to:** Interpret and apply complex grant and technical documents, analyze reports and proposal budget drafts, perform intermediate math, explain policies and procedures, communicate professionally.

#### **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**