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