Senior Proposal Coordinator

Job Code 50010371

**General Description**
Responsible for coordinating all aspects of preparation and submission of grant proposals including budget preparation.

**Examples of Duties**
Advise, review and assist in the development of all required proposals submitted by faculty and staff.
Ensure that proposal information is in compliance with proposal submission guidelines.
Ensure inclusion of appropriate supporting documentation as required by sponsor.
Review and analyze required all aspects of budget items.
Prepare and deliver award package to post-award contact.
Route proposals and budget for the approval of head administration.
Promote the use of our full federally negotiated F&A rate.
Provide training of University faculty and staff in group or one-on-one settings.
Assist all faculty and staff with locating resources required for proposals and budget prior to submission.
Develop and maintain University proposal submission and review process.
Perform other duties as assigned.

**Knowledge, Skills and Abilities**
**Knowledge of:** Specific computer software and applications; internal and external policy and procedure sources and references; federal and state laws and internal UPPS.

**Skill in:** Preparing clear and accurate reports; effective oral and written communication; working with teams; establishing rapport with faculty and staff; problem solving and decision making; working under pressure; prioritizing workload, and analyzing budget guidelines and policies.

**Ability to:** Explain complex accounting material; communicate effectively; understand complex documents; perform intermediate math; explain policies, procedures, rules and regulations.

**Educational Experience**
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**
Bachelor’s Degree