

**Senior Grants & Contracts Specialist  
Office of Sponsored Programs**

The University of Maryland, Baltimore County (UMBC) seeks an individual to work as a member of a professional pre-award team providing well-rounded support to the campus community. Specific duties include: administrating and facilitating the grant preparation and submission process for an assigned department; advising and assisting department heads with grant processes and compliance issues related to funding agency regulations and standards; ensuring adherence to administrative, fiscal, and accounting policies and procedures related to grant proposals; analyzing and reviewing grant budgets for compliance with policies, funding agency requirements, and appropriate accounting protocol and procedures; developing and maintaining specialized databases and systems for recording and tracking grant proposals, awards, and related statistical information; guiding and facilitating the research and funding opportunities for the activities of the department; and conducting in-service training seminars. Additionally, the incumbent will provide comprehensive research compliance and financial management support to faculty and administrative staff and act as the main point of contact for all sub-awards. Specific duties will include: coordinating the preparation, review, and submission of grant proposals; assisting principal investigators and project leaders with all aspects of research administration and meeting regularly to review overall plans and budgets; cultivating relationships and communicating regularly with research administration officials at collaborating institutions; monitoring day-to-day grant activity to ensure compliance with applicable rules and regulations and preparing and submitting required forms in a timely manner; preparing all sub-award documentation; analyzing researching funding projections, trends, pricing, personnel allocation, and other resource management issues of UMBC programs and initiatives; and performing other duties as assigned.

**Requires:** a Bachelor's degree and at least two years of experience in research administration. Excellent communication, organization and customer service skills and proficiency in the use of computers and MS Office required. Must have knowledge of federal regulations relating to grants and contracts. Experience with electronic research administration systems, sub-recipient monitoring, close-out processes of grants and contracts, and PeopleSoft ERP preferred. Position is full-time and includes full University benefits package. Salary for this position is \$45,000 to \$50,000, commensurate with qualifications and experience.

For best consideration, submit a cover letter, resume and the contact information for three professional references) by September 15, 2009 (resumes will be accepted until the position is filled) to:

Senior Grants and Contracts Specialist Search Committee  
Office of Sponsored Programs  
Engineering 329  
UMBC

1000 Hilltop Circle  
Baltimore, Maryland 21250  
Or  
GCSpecialistSearch@umbc.edu  
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