The University Of Nebraska-Lincoln’s Office of Sponsored Programs is expanding

Come join our winning team here in beautiful Lincoln, Nebraska (http://visit.unl.edu/ucomm/lincoln/). Lincoln is a vibrant and safe city of 250,000 people that has many of the cultural and entertainment benefits of a much larger city, with the feel of a friendly Midwestern community. Home to fine culinary and artistic treasures; a budding live music scene; breathtaking parks, golf courses, and an extensive bike trail network, Lincoln offers the exhilaration of a big city and the serenity of the countryside all in one place. Enjoy four seasons, an active arts community, top-notch schools, excellent sports experiences and a Big 10 research university - Lincoln has it all.

Here at the University of Nebraska-Lincoln (www.unl.edu/research) research funding has increased 180 percent since 2000, and we’re building on this momentum with an eye to the future. The Office of Sponsored Programs, a combined pre- and post-award group within the Office of Research and Economic Development, is currently seeking two grants coordinators and a senior proposal budget coordinator to join the pre-award team, and two grants specialist to join the post-award team. If you, or someone you know, are interested in these opportunities, please follow the employment link below and complete an application.

**Grants Coordinator** (requisition #110562) - 2 positions

In this position you will be responsible for performing pre-award functions and providing institutional oversight of external sponsored programs and review of award documents, verifying compliance with University, State, Federal, and Sponsor guidelines and regulations. You will provide specialized guidance to faculty and professional staff in gaining knowledge of, acquiring, and finalizing external awards. You will also provide oversight and training for department-level professional and support staff assigned to grant activities.

You will need to have a Bachelor's degree or equivalent education and experience plus two years grant proposal and budget review and administration experience. Computer skills, including word processing and Excel or spreadsheet and database software, are necessary. You will also need to have excellent organizational, communication and interpersonal skills, and ability to work well in a team or independently, as necessary.

Preferred qualifications: Grants administration experience within a university setting that includes the above experience and required skills. Electronic research administration experience, UNL research admin experience, and pre-award research admin experience are also preferred. Knowledge of A-21, A-110, A-133 is a plus.

**Senior Proposal Budget Coordinator** (requisition #110611)

In this position you will be responsible for providing specialized guidance to faculty and staff for complex and large dollar, large-scale, interdisciplinary multi-project & multi-institutional proposal submissions. You will assist with preparation and review of budgets, provide assistance in preparing Grants.gov and other sponsor-required packages, and review proposal documents for completeness. You will specialize in handling the challenges these more complex proposals bring, and provide institutional oversight for submission of external funding proposals.

You must have a Bachelor's degree in Finance, Accounting, Budgeting, Business, Public Administration or related field plus 3 years experience in grant or budget administration in a university, state or other public institution. Equivalent education/experience will be considered. Knowledge of grant administration tasks and OMB Circulars applicable to an educational institution or state agency are necessary. And you must be proficient with PC operation and word processing, database and spreadsheet software applications, specifically MS Excel.

Preferred qualifications: Three years experience in research administration tasks at an educational institution. NUgrant, FastLane, Grants.Gov, and eRA Commons experience are helpful. Knowledge of OMB Circulars specific to an educational institution (A-21, A-110, A-133) is desirable. Extensive experience with Excel is also a plus.

**Grants Specialist II** (requisition #110598) - 2 positions

In this position you will perform financial management activities for gifts, grants and contracts received by UNL. You will advise and train staff on compliance issues, as well as process and close awards. You will prepare and sign financial reports and serve as a Sponsored Programs office liaison to funding sources.

You must have a Bachelor's degree in Business Administration, Accounting or related field, plus two years of significant related work experience. Equivalent education/experience will be considered. Good organizational and communication skills are required.

Preferred qualifications: Knowledge of OMB Circulars and SAP. Experience in a university or state setting is desirable, and grants management experience is helpful.

All positions will receive excellent benefits including a staff/dependent scholarship program. The salary is negotiable based on your experience and qualifications. Review of resumes will begin in late August and will continue until positions are filled. ***Apply at http://employment.unl.edu***. A criminal history background check is required.

UNL is committed to EEO/AA and ADA/504. If you require an accommodation, please call (402) 472-3554.