

Position Announcement

Title: Grant Specialist

Location: K-State Research & Extension (KSRE) and College of Agriculture – Waters Hall

Two Positions Open: Available November 1, 2011

Working Hours: Professional hours, Monday-Friday, 8:00 a.m. to 5:00 p.m.

Salary Range: \$30,000 to \$45,000

Duties and Responsibilities:

This position reports directly to the Senior Grant Specialist for Kansas State Research and Extension.

This is an administrative 12 month term position and has the following duties and responsibilities:

- Partner with principal investigators in proposal preparation. Review request for proposals to ensure proper proposal preparation. Meet with Principal Investigators to analyze and interpret sponsor guidelines and make recommendations for compliance. Work with Principal Investigators to develop timeline and determine responsible cost sharing commitments and prepare necessary cost share forms. Audit budget information for compliance with sponsor requirements, university requirements, and applicable federal guidelines. Collaborate with other departments, institutions, and universities to resolve subcontracting issues related to proposal submission. Assure that sponsor forms are completed accurately. Assist Principal Investigators with Cayuse, Grants.gov Packages, and other electronic submission technology. Act as the liaison between Principal Investigator and other University offices. Ensure accurate completion of internal forms.
- Review and analyze completed proposal in preparation for submission. Assure that the proposal meets all sponsor, university, and applicable federal guidelines. Audit budget, budget justification, subcontract, and cost sharing documentation. Reconcile discrepancies in consultation with Senior Grant Specialist. Submit proposal to Pre-Award Services for review and submission to sponsor.
- Serve as key resource to Principal Investigators and department personnel in all matters related to University policies for proposal development and submission. Communicate and collaborate with universities offices. Provide training for pre-award process as needed for faculty and staff.
- Investigate funding opportunities and match those with faculty expertise.

Required Qualifications:

- BA or BS degree or relevant work in lieu of education. Able to analyze and interpret policies, procedures, and regulations. Strong written and oral communication skills and interpersonal skills. Proficiency in Microsoft Office, Adobe file conversion, and ability to quickly master specialized software applications. Ability to operate effectively and prioritize in a fast-paced, high-volume environment. Ability to provide excellent customer service in balance with regulatory compliance. Must be proactive, flexible, detail-oriented, and have good judgment and decision making skills.

Preferred Qualifications:

- Experience in grant and contract administration, particularly budget and proposal development and interpretation and application of guidelines, policies, and regulations. Experience in budget and proposal development within a not-for-profit university environment.

Application Procedure:

Screening begins September 14, 2011, and continues until position is filled. Send a letter of application, current resume, and three letters of reference to Kimberly Rothwell, K-State Research and Extension, 148 Waters Hall, Kansas State University, Manhattan, KS 66506. Kansas State University is an affirmative action/equal opportunity employer. Background check is required.