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**Grants and Contracts Development Specialist**

**Research & Sponsored Programs**

**General Summary**

The role of the Grants and Contracts Development Specialist at Illinois State University is to advise and provide assistance to faculty, staff, and students on projects which may be externally funded to support research, instruction, public service, and economic development. The Development Specialist will facilitate the development of University policies and best practices in regards to matters relating to research administration. The Development Specialist will create and facilitate educational programs for the University community on aspects of identification of funding opportunities, preparation and submission of proposals, negotiation and administration of awards. This support includes technical assistance, oversight of sponsored programs, guidance and assurance of institutional compliance.

**Qualifications**

Required

1. High school graduation or equivalent

2. Any combination totaling three years from the following categories:

(a) college course work in any field measured by the following conversion table or its proportional equivalent:

· 60 semester hours or an Associate's degree equals one year

· 90 semester hours equals two years

· 120 semester hours or a Bachelor's degree equals three years

(b) progressively more responsible work experience that provides a high level knowledge of generally accepted principles, theories, and practices in the field of grants and contracts services such as funding, proposal writing and review, administration or compliance experience

3. Any combination totaling three years from the following categories:

(a) additional college course work at graduate level in any field, measured by the following conversion table or its proportional equivalent:

· 30 semester hours or Master's degree equals one year

(b) progressively more responsible work experience directly related to grant and contracts services such as funding, proposal writing and review, administration, or compliance experience

4. Resident of the State of Illinois

Desired

* Bachelor's Degree
* Three years of experience in the administration of sponsored programs in a complex business, academic, or government environment, preferably at an institution of higher education.
* Possession of a CRA (Certified Research Administrator) certificate or ability to acquire the certification is desirable.

Knowledge and Skills

* The successful candidate must be able to demonstrate working knowledge of Federal and State of Illinois policies and procedures for the conduct of sponsored programs within higher education through experience, education, or an equivalent combination.
* Proficiency in using electronic databases and other means to locate and interpret U.S. laws, legislation, regulations pertaining to research administration at an institution of higher education using electronic databases, and other means.
* Proficiency with Windows, Microsoft Office, and Internet and database searching.

Competencies

* Ability to produce clear written documentation for technical and non-technical audiences.
* Ability to speak persuasively and confidently to both individuals and large and diverse audiences; and to listen to and respond to people's situations in a manner which shows sensitivity, tact, and professionalism.
* Ability to communicate information and ideas clearly and concisely in writing and to interpret, clarify, explain and apply laws, regulations, policy and procedures.
* Ability to exercise judgment and self-sufficiency in performing the duties prescribed above.

**Instructions to Applicants**

To assure full consideration, an application along with a resume/curriculum vita, reference list (specifically, the names, addresses, telephone numbers and e-mail addresses of at least three professional references), and cover letter must be submitted online at [www.IllinoisState.edu/jobs](http://www.IllinoisState.edu/jobs) no later than May 29, 2012.

*Illinois State University is an Equal Opportunity/Affirmative Action University Encouraging Diversity*