



**WESTERN KENTUCKY UNIVERSITY  
OFFICE OF SPONSORED PROGRAMS**

**SENIOR GRANTS COORDINATOR**

Western Kentucky University(WKU), Office of Sponsored Programs (OSP) is seeking applicants for the position of **Senior Grants Coordinator**. The position is responsible for directing funding opportunities and the submission of over 300 proposals annually.

WKU is a comprehensive, state-assisted University with more than 18,000 undergraduates and 2,500 graduate students in the Potter College of Arts and Letters; the Gordon Ford College of Business; the College of Education and Behavioral Sciences; the Ogden College of Science and Engineering, the College of Health and Human Services; the Graduate College; the Honors College, and the Community College. Significant grant activities occur in numerous academic and student support units, including Head Start, TRIO programs, Training and Technical Assistance, Applied Research Centers, the Library, and others. The OSP is a primary support engine of the Western Kentucky University Research Foundation (WKURF), a University connected non-profit organization. The OSP manages over \$23,000,000 in awards and \$70,000,000 in proposals annually, and has experienced substantial growth the past several years. Bowling Green is located in South Central Kentucky on Interstate 65, 75 miles north of Nashville, 120 miles south of Louisville, and 150 miles southwest of Lexington. Bowling Green and surrounding Warren County is a community of 100,000 that is experiencing significant commercial development. For more information please view the OSP web site at [http://www.wku.edu/Sponsored\\_Programs/](http://www.wku.edu/Sponsored_Programs/)

**Primary Duties and Responsibilities:**

**The following duties are customary for this position, but are not to be construed as all-inclusive. Duties may be added, deleted, and assigned based on management discretion and institutional needs.**

- Develops and reviews completed proposals and budgets, provides electronic support, identifies funding sources, establishes agency contacts, and remains current on sponsor program guidelines
- Coordinates pre-award OSP activities with college and unit level grant administrators and faculty
- Coordinates with OSP staff members and Grants and Contracts Accounting on pre-and post-award matters effecting proposal development
- Maintains working knowledge of Federal and private electronic submission systems
- Tracks faculty research profiles
- Performs tailored funding searches through PIVOT, GRC and other grant search engines
- Administers internal grant programs such as Research and Creative Activities Program (RCAP) and others as needed
- Maintains positive research culture on campus
- Presents in the grant workshop series for faculty, staff, and students
- Acquaints faculty and staff with sponsor and WKU policies and procedures
- Attends professional meetings and disseminates results

### **Required Qualifications:**

- Bachelor's degree from an accredited university
- Strong background in working with Science and Engineering faculty, as well as faculty in Education and Behavioral Sciences, TRIO program staff, Arts and Letters, Business, and Health and Human Services
- Demonstrated knowledge of electronic research administration grant submissions such as Grants.gov, NSF FastLane, and NIH Commons
- Experience in a central or departmental sponsored programs office
- Demonstrated understanding of the grants cycle and how proposal development is integrated into it, and ability to reflect this understanding in reports
- Working knowledge of grant budgets
- Demonstrated ability to coordinate interdisciplinary proposals
- Minimum three years of relevant experience in a related field (e.g., non-profit management, higher education administration, etc.)
- Two years of supervisory experience
- Ability to lead professional development workshops
- Superior writing and editing abilities
- Demonstrated software and general office equipment skills
- Excellent verbal and interpersonal communication skills
- Evidence of experience in a customer service role
- Ability to work on several projects at once with minimum supervision

### **Salary Grade: 108**

Applications for employment will be **accepted electronically only**. Interested candidates must submit a letter of application addressing specific responsibilities and qualifications of this position, a current resume, and names, addresses, and daytime phone numbers of three professional references using the on-line application process. **Letters of recommendation and transcripts may be requested at time of interview**. Please refer to the following website to apply: <http://asaweb.wku.edu/wkujobs>. Reference requisition number **S3578**. For further assistance call (270) 745-5934. To ensure full consideration please submit all application materials on or before **March 20, 2013**. Position will remain open until filled.

**Western Kentucky University does not discriminate on the basis of race, color, national origin, sex, sexual orientation, disability, age, religion, or marital status in admission to career and technical education programs and/or activities, or employment practices in accordance with Title VI and VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Revised 1992, and the Americans with Disabilities Act of 1990.**

**Persons with disabilities, who need reasonable accommodations to participate in the application and/or selection process, should notify The Office of Equal Opportunity/Affirmative Action/University ADA Services at (270) 745- 5121, a minimum of five working days in advance.**