



Position: Research Coordinator

Department: Geographical Sciences

Salary: commensurate with qualifications and experience

Additional Salary Information: This position is a 12-month, full-time exempt status. Excellent benefits package, including health insurance, sick and annual leave, retirement subsidy, and tuition remission.

Duties: The Department of Geographical Sciences conducts research to advance an integrated understanding of the Earth and spatially distributed human processes, especially at the interface between the human and natural systems.

Member of a team of three Research Coordinators in the Department of Geographical Sciences. The Research Coordinator has primary responsibility for the contract and grant administration (both pre and post award) for the projects under their supervision. Each Research Coordinator is responsible for five to seven million dollars per year in grant funding representing approximately 50 separate grant accounts. These projects will generate an equivalent number of proposals per year and support approximately 50 research staff. This oversight consists of: 1) extensive support to faculty and staff during all phases of proposal development, including assisting in the development of budgets that conform to regulations; 2) monitoring spending on awards against the proposed budgets and reconciling the Department's records to the University's accounting system; 3) review and approval of all research related expenditures including payroll, travel and equipment purchases; 4) monitoring balances, expiration dates, and reporting requirements to ensure timely submission of reports and close out of the awards as required by the sponsor; and 5) identify potential funding sources through collaborations with campus research and development offices.

These research projects involve integrative research in the physical and social sciences that spans local to global scales, requiring a strong international fieldwork and travel component. The Research Coordinator must apply advanced knowledge of University and Federal Regulations in order to facilitate the high volume of international collaboration and travel. Because of the highly technical emphasis of geo-spatial research, the research coordinator will work with PI's and technical staff to budget, procure, and maintain the state-of-the-art computing facilities. The Research Coordinator will take a leadership role within the Department of Geographical Sciences administration, working with BSOS to develop and improve policies and procedures that ensure maximized efficiency while minimizing risk in the management and administration of these Geographical Sciences research projects.

Qualifications: A bachelor's degree is required. Three to five years of federal grant management experience required, preferably in an academic environment. Must be familiar with developing proposals and budget projections. Must be familiar with federal regulations including FARs, OMB A-21 and A-133 circulars. Successful candidate will possess excellent interpersonal, oral and written communication skills, and attention to detail. Ability to handle multiple, sometimes competing priorities, and provide excellent outcomes within required time frames. Proven analytical skills are

required, proactive solution orientation is a must, as well as the ability to be responsive to the needs of PI's and Research Faculty.

Preferences: Five to ten years experience in federal grant management and a Master's degree in relevant field is preferred. Should be familiar with UMD administrative systems, policies, and procedures. Experience in electronic submission to federal agencies and Coeus and Priority software systems is desired.

To Apply: For best consideration, submit a cover letter, resume, and names and contact information of three professional references by February 10, 2014 to <https://ejobs.umd.edu/postings/24112>.

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