

Proposal Coordinator
Office of Sponsored Programs, Office of Research & Engagement
University of Tennessee, Knoxville
Requisition Number: 1400000081

DESCRIPTION

Pay grade TBD. Salary DOE&Q - Full Time

Duties/Responsibilities: A Proposal Coordinator in the Office of Sponsored Programs will be responsible for advising and assisting faculty and staff in the preparation of applications for external funding including budget development, budget revision, solicitation interpretation, proposal submission to sponsor and other aspects of proposal preparation; ensuring compliance with University and sponsor policies and program announcements, and preparing and presenting workshops on sponsored programs activities.

QUALIFICATIONS

Minimum Required Education and Experience:

- Bachelor's degree
- Minimum of 2 years of experience working in Research Administration

Minimum Required Skills and Abilities:

- Proficiency using sponsor-specific submission systems (Fastlane, Grants.gov, NSPIRES, etc)
- Experience working with faculty and other researchers on proposal review and submission
- Ability to manage competing priorities and meet time-sensitive deadlines
- Ability to maintain a strong customer-service oriented environment
- Must have excellent interpersonal skills and work individually and in a team environment under stressful and time-sensitive conditions
- Willingness and confidence in providing formal and informal training to departmental employees, investigators, and staff on proposal preparation and processes
- Must have strong verbal and written communication skills with a demonstrated ability to communicate effectively
- Must be able to work collaboratively with others at various levels both within and outside the University
- A commitment to implementing policies and standard operating procedures to ensure compliance
- Must possess an excellent command of the English language including excellent reading comprehension
- Must have strong organizational, analytical and problem solving skills
- Must have independent decision making abilities
- Must be detail oriented and have high level of initiative
- Must be proficient with Microsoft Office tools, in particular with Excel.

Preferred/Desired Qualifications:

- Experience working in a central or departmental research office at a research university
- Knowledge of University policies and procedures
- Knowledge of federal regulations
- Professional competence in interpreting the FAR, OMB Circulars A-21, A-110, and A-133.

ADDITIONAL INFORMATION

- Online Application Form: https://ut.taleo.net/careersection/ut_knoxville/jobdetail.ftl?lang=en&job=1400000081
- Contact: Jane Taylor, tayloje@utk.edu

Related Websites:

- Office of Research & Engagement: <http://research.utk.edu/>
- Office of Sponsored Programs: <http://research.utk.edu/osp/>
- Employment & Benefits: <http://www.utk.edu/facultyandstaff//>
- Benefits Summary for Active Employees: http://humanresources.tennessee.edu/benefits/gen_benefits_info.html

The University of Tennessee is an EEO/AA/Title VI/Title IX/Section 504/ADA/ADEA institution in the provision of its education and employment programs and services. All qualified applicants will receive equal consideration for employment without regard to race, color, national origin, religion, sex, pregnancy, marital status, sexual orientation, gender identity, age, physical or mental disability, or covered veteran status.