**Research Administrative Coordinator II**

**Tracking Code**

218380-891

**Job Description**

The Research Administrative Coordinator II provides advanced-level administrator support to multiple Principal Investigators (PIs) and their research laboratories.

Will assist with the daily operations of the lab including ordering supplies, scheduling meetings and travel, maintaining calendars, and tracking budget expenditures; assist with grant application (pre-award) and administration (post-award) processes including completion of funding application submissions for individual fellowships and individual-investigator grants, reviewing/editing manuscripts and documents; and other related duties and tasks as required or assigned.

**Required Experience**

Requires a high school diploma or equivalent and a minimum of 3 years (typically up to 5 years) of directly-related administrative support experience, or an equivalent combination of education, training and experience from which comparable knowledge, skills and abilities have been attained. Previous experience in an academic or scientific research environment is preferred.

Must have an understanding of the grant submission process is and prior experience preparing and submitting NIH grant applications, manuscripts and related documents is strongly preferred.

Requires the ability to work well independently with minimal supervision and under strict deadlines while managing a variety of projects of various complexities.

Requires strong analytical and organizational skills, excellent verbal/written communication and interpersonal skills, professional proficiency in Microsoft Office, Adobe Acrobat, Reference Manager, EndNote, Chem-Draw, and the ability to learn department-specific computer systems as needed.

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**Job Location**

Orlando, Florida, United States

**Position Type**

Full-Time/Regular

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