Proposal Coordinator, Office of Sponsored Programs - 14000000WK

**Description**

**Proposal Coordinator – Office of Sponsored Programs**

Pay grade TBD.  Salary DOE&Q - Full Time

**Description:**

The Office of Sponsored Programs (OSP)at the University of Tennessee, Knoxville seeks a full-time Proposal Coordinator to assist faculty and staff in the preparation of applications for external funding.  OSP strives to provide the highest quality of support to faculty, staff, and research administrators by facilitating proposal processing and submission.

OSP is committed to the professional development of its team and supports and encourages attendance to NCURA, SRA and other member organizations pertinent to the Research Administration field.  In additional, OSP has an approved Career Path which offers opportunity for promotion within the office.

**Duties/Responsibilities:**

Specific responsibilities for this position include:  budget development, solicitation interpretation, proposal submission to sponsor, ensuring compliance with University and sponsor policies as well as program solicitations, budget revisions, and preparing and presenting workshops on sponsored programs related topics.

**Qualifications**

 **Minimum Required Education and Experience:**

* Bachelor’s degree
* Minimum of 1 year of experience working in a professional office environment

**Minimum Required Skills and Abilities:**

* Must have excellent interpersonal skills and work individually and in a team environment
* Ability to manage competing priorities and meet time-sensitive deadlines
* Ability to maintain a strong customer-service oriented environment
* Must have strong verbal and written communication skills with a demonstrated ability to communicate effectively
* Must possess an excellent command of the English language including excellent reading comprehension
* Must be able to work collaboratively with others
* Must have organizational, analytical and problem solving skills
* Must be detail oriented and have high level of initiative
* Must be proficient with Microsoft Office tools, in particular with Excel.

**Preferred/Desired Qualifications:**

* Proficiency using sponsor-specific submission systems (Fastlane, Grants.gov, NSPIRES, etc.)
* Experience working with faculty and other researchers on solicitation review, proposal review and submission
* Experience working in Research Administration
* Knowledge of University policies and procedures
* Knowledge of federal regulations

**Related Websites:**

Office of Sponsored Programs: <http://research.utk.edu/osp/>

Office of Research & Engagement: <http://research.utk.edu/>

Employment & Benefits: [http://www.utk.edu/facultyandstaff//](http://www.utk.edu/facultyandstaff/)

Benefits Summary for Active Employees: <http://humanresources.tennessee.edu/benefits/gen_benefits_info.html>