**Position Announcement**

Title: Grant Specialist

Location: K-State Research & Extension (KSRE) and College of Agriculture – Waters Hall

Position Open: Immediate

Duties and Responsibilities:

This position reports directly to the Senior Grant Specialist for Kansas State Research and Extension/College of Agriculture. This is an administrative half-time (50%) 12 month term appointment and has the following duties and responsibilities:

* Partner with principal investigators in proposal preparation. Review request for proposals to ensure proper proposal preparation. Meet with Principal Investigators to analyze and interpret sponsor guidelines and make recommendations for compliance.
* Work with Principal Investigators to develop timeline and determine responsible cost sharing commitments and prepare necessary forms. Audit budget information for compliance with sponsor requirements, university requirements, and applicable federal guidelines. Collaborate with other departments, institutions, and universities to resolve subcontracting issues related to proposal submission. Assure sponsor forms are completed accurately.
* Assist Principal Investigators with Cayuse, Grants.gov Packages, and other electronic submission technology. Act as the liaison between Principal Investigator and other University offices. Ensure accurate completion of internal forms.

Required Qualifications:

* Bachelor’s degree in Accounting
* Proficiency with Microsoft Word, Microsoft Excel, Adobe file conversion, and ability to quickly master specialized software applications.
* Strong written and oral communication and interpersonal skills.
* Highly organized and able to operate effectively and prioritize in a fast-paced, detailed oriented, high volume environment.
* Ability to provide excellent customer service in balance with regulatory compliance.
* Proactive, flexible, have good judgment and decision making skills.
* Professional hours expected, but flexibility in hours and days worked will be required ahead of proposal submission deadlines.

Preferred Qualifications: MBA

* Experience as a research administrator within a higher education environment.
* Experience analyzing and interpreting federal regulation pertaining to financial assistance and acquisition for competitive and capacity funding.
* Experience at a land grant institution.

Application Procedure:

Screening begins July 7, 2015, and continues until position is filled. Send a letter of application, current resume, and names and contact information for three professional references with names, addresses, phone numbers and e-mail addresses in one PDF document to Kim Rothwell at krothwel@ksu.edu. Kansas State University is an Equal Opportunity Employer of Individuals with disabilities and protected veterans. Background check is required.