



EMPLOYMENT OPPORTUNITY Morehead State University

Grants & Contracts Administrator

Morehead State University, located in the foothills of the Appalachian Mountains in Eastern Kentucky, is recognized as one of the top public universities in the South by U.S. News & World Report. MSU continues to be much more as it strives toward becoming an even greater institution while making a lasting impact on the students of Eastern Kentucky and beyond. We are always looking for quality employees to help the University aspire to be the best public regional university in the South. We are accepting applications for a full-time, standing position as **Grants & Contracts Administrator** in the Office of Research and Sponsored Programs.

Responsibilities: The incumbent is responsible for all aspects of proposal development and grant and contract administration pertaining to the University's mission and research needs; assists faculty, staff, and executive managerial level administrators in seeking external contracts through proposal development activities and works closely with senior level administrators in submitting proposals to external funding sources; serves as University liaison between external agencies and internal administrative units to ensure compliance with Federal, state, and private regulations governing grants and contracts; and administers all of the duties and responsibilities of the position.

Qualifications: Master's degree and a minimum of two years of experience, or a bachelor's degree with four years of experience in grants and contracts development, administration or related activities involving state, Federal, or private agencies. Excellent interpersonal, writing, editing, and time management skills. Excellent computer skills including word processing, spreadsheets, and database management. Ability to work independently with minimal supervision. National Certification in Research Administration (CRA), or must obtain within two years.

Desired Qualifications: Master's degree. Record of successful proposal development, writing, and team building experience. Knowledge of mandated regulations governing grants and contracts by Federal, state, and private agencies. Demonstrated experience in developing and directing training workshops in the areas of grants and contracts. Demonstrated experience in policy development, management, decision making, and compliance issues relevant to grants or contracts. Knowledge and experience in federal appropriations. Knowledge of database management software (Access).

Review of applications will begin immediately and will continue until the position is filled. For priority consideration, apply by **July 21, 2016**. To apply, visit: <https://moreheadstate.peopleadmin.com>, complete the MSU Application for Employment and upload a cover letter, resume with contact information for three references. Contact the Office of Human Resources at (606) 783-2097 should you have questions about our online application. MSU is an Equal Opportunity, Affirmative Action employer. Minorities, women, veterans and individuals with disabilities are encouraged to apply.