



# FORDHAM UNIVERSITY

THE JESUIT UNIVERSITY OF NEW YORK

**Position:** H03475

**Date:** 7/28/16

## **ADMINISTRATIVE POSITION ANNOUNCEMENT**

**TITLE OF POSITION:**

Grant Advisor

**DEPARTMENT:**

Office of Research, Rose Hill

Fordham University has an immediate opening for a temporary part-time grant consultant.

### **RESPONSIBILITIES:**

- Assists faculty members in preparing academic content of grants; writes drafts of supporting sections; and edits and polishes complete proposals, primarily to federal agencies, in collaboration with faculty and administrators;
- Provides one-on-one grant consulting services for faculty, administrators, and Office of Research staff members;
- Provides assistance with data requirements and presentation;
- Facilitates development of institution-wide strategic grant proposals;
- Reviews proposals for compliance with agency, government and University policies and procedures;
- Assists in the identification of strategic funding opportunities for faculty and staff projects;
- Develops and conducts grant workshops for faculty and staff;
- Gathers the information from faculty, administrators and staff necessary for completing proposals;
- Assists in the assessment and re-writing of proposals not initially funded;
- Edits Office of Research newsletter;
- Assumes other duties as assigned by the Chief Research Officer and works with other colleagues in Office of Research;
- Works up to 19 hours per week.

### **QUALIFICATIONS:**

- Bachelor's degree preferred in the sciences or social science.
- A minimum of three (3) years experience with federal and state grant proposal writing and facilitation.
- Prefer previous working experience in federal funding agencies.
- A working knowledge of federal grant compliance.
- Ability to handle multiple priorities and excellent organizational, interpersonal, verbal, written, analytical, and communication skills required.
- Strong PC skills on Microsoft Office applications and Internet web page designing.
- Demonstrated interpersonal skills to work with University faculty and external members of the funding community.
- Commitment to high professional standards of quality, integrity, and service and to the educational goals of Fordham as a Jesuit University.

### **SALARY:**

- Commensurate with experience. This is a one year appointment without fringe benefits, but renewable.

Applicants should submit a letter of interest, complete resume, two writing samples, and the names, addresses and telephone numbers of at least two references to Tihana Abiala at [tsarlija@fordham.edu](mailto:tsarlija@fordham.edu) by **August 12, 2016**

*Fordham University is committed to excellence through diversity and welcomes candidates of all backgrounds.  
Fordham is an Equal Opportunity Employer.*