

Job Details

Posted: 8/8/2016

Job Title: Coordinator, Grants Senior
Department: Office of Research Administration
Location: Akron Campus
Reg/Temp: Regular
Full/Part Time: Full-time

Job ID: 9665**Application Instructions**

To apply for this position, you must complete the on-line application. You can view and apply for this job at: <http://www.uakron.edu/hr/jobs.dot>. Suggest attaching a cover letter and current resume to your profile..

Go to "My Activities" link and upload the required documents under the Cover Letters and Attachments section.

Applicants should fully describe their qualifications and experience with reference to the minimum and preferred qualifications. This is the information on which the initial review of materials will be based. A resume may be submitted but will not be accepted in place of any information requested on the application. For assistance with your application or attachments please call 330-972-8431.

Responsibilities

Provide assistance to faculty in the development of proposals for external funding for assigned department(s). Collaborate with university administrators to coordinate activities pertaining to the securing of funds. Respond to inquiries regarding grants and meet with administrators to review proposals and resolve problems. Advise department chairs regarding guidelines for proposal authorization and obtain clearances on unusual requests for proposal submissions. Assemble funding and budget information, confirm sources of cost sharing and certification of compliance with sponsor and university policies. Prepare and dispatch proposals to sponsors in accordance with each funding agency's guidelines and mandates.

Review, analyze, and accept awards from external funding sources. Participate in negotiating terms and conditions for research agreements between The University of Akron and corporate sponsors and other outside sources when appropriate. Prepare and dispatch subcontracts and consultant agreements on awards.

Responsible for maintaining proposal and award database information for assigned departments.

Coordinate with the grant accountant(s) any post award actions that require sponsor approval, such as no cost extensions, budget revisions, extensions of subcontracts and consultant agreements.

Monitor agency websites and publications. Maintain knowledge of government regulations and guidelines.

Required Qualifications

A relevant Bachelor's degree and a minimum of six (6) years experience in progressively more responsible office administration and information records management. Knowledge of funding sources, university policies and electronic research administration required. Strong communication, problem solving, budget management and computer skills to include word processing, spreadsheets and specialized databases required.

Salary

Competitive

Application Deadline

August 17, 2016

Equal Employment Opportunity

The University of Akron is an equal education and employment institution. It is the policy of this institution that there shall be no unlawful discrimination against any individual in employment or in its programs or activities at The University of Akron because of race, color, religion, sex, age, national or ethnic origin, sexual orientation, gender identity, disability, genetic information or status as a veteran. The University is also committed to the principles of affirmative action and acts in accordance with state and federal laws.