



## Office of Business and Finance

### Sponsored Programs Coordinator

**Responsibilities:** Oversees all facets of Institute grant and contract activities including policy/procedure development and implementation, pre-award administration, and post-award administration; assists faculty with interpretation of sponsor application guidelines and non-technical aspects of proposal development including budget; ensures Institute resource requirements and compliance issues are identified for each grant application (cost-share requirements; course reduction for faculty; use of animals of human subjects in projects; requirements for renovations; potential intellectual property issues; program income; F&A cost recovery issues); performs administrative review of all grant applications and ensures Institute officials are informed regarding Institute obligations in conjunction with a grant proposal; recommends adjustments to Institute policy as it relates to sponsored programs (animal care and use; intellectual property; and conflict of interest and commitment), in conjunction with Director of Business Operations; ensures Institute compliance with federal regulations, including OMB circulars, and other award or contract terms and conditions; ensures sound fiscal management of all Institute grant and contracts including account set-up; oversight of revenue and expenditures; and proper close out and termination; prepares sponsor required financial reports and invoices; manages all grant and contract payroll including time and effort reporting; assists Director of Business Operations with F&A cost proposal preparation and A-133 audit issues; provides sponsored program reports, data, and budget projections as required; assists Director of Business Operations with additional business-related compliance initiatives.

**Qualifications:** Bachelor's degree required; demonstrated experience in positions of increasing responsibility required; background in financial administration and/or compliance required; understanding of research administration policy, practice, and issues preferred; proficiency with word processing, database, and spreadsheet software; Microsoft office product proficiency preferred; familiarity with relational database software required; prior experience with Ellucian Banner preferred; valid drivers' license with acceptable MVR (motor vehicle report).

**Salary:** Commensurate with experience and qualifications. Competitive fringe benefits package.

**Applications:** Only online applications/resumes will be accepted at: <https://jobs.rose-hulman.edu> until position is filled. Contact Human Resources at 812-877-8176 for questions. **EEO/AA**