

Budget & Contracting Coordinator

Position Details

Position Information

Position Title Budget & Contracting Coordinator

Department Sponsored Programs

FTE 1.0

FLSA Exempt

Job Type Full-Time

Job EEO Category Executive/Administrative/Managerial

Physical Demands This is a typical office desk job requiring little in the way of physical demands with the exception of that associated with prolonged computer uses. Approximately 4-6 hours per day are spent on the computer.

Job Summary This position provides operational support to projects coordinated in the Office of Research (including the Office of Undergraduate Research OUR, the Office Innovation Development & Enterprise Advancement IDEA and the Education Innovation Institute EII). These units share a set of common needs, with some tasks specific to IDEA. Common support areas include budget and contract coordination, general administrative support and webmaster support.

Minimum Qualifications An educational level that demonstrates an ability to creatively solve problems, and use of hardware and software required to perform the accounting necessary to work w/budgets. College coursework or bachelor degree in a related field such as accounting or business preferred. At least two years experience using administrative systems, including database and finance/accounting systems and accounting software similar in complexity to current UNC automated accounting programs. Microsoft Excel & Word is required. Must be adept at performing web-based queries and research. Ability to compose basic memos and communicate effectively is essential. Excellent editing and proofreading skills are necessary for this position, and in general, attention to detail, being a self-starter, and ability to work effectively with individuals from diverse backgrounds are important to this position.

Preferred Qualifications Prior experience in contract preparation is preferred. Experience in university administration preferred. Experience with web-management tools, include web site content management systems (such as Word Press or Square Space) is desired, as well as experience using web-based survey tools, and project management systems. Previous experience in customer service is strongly preferred.

Posting Details

Posting Detail Information

Posting Number	E00516
Position Number	E99561
Desired Start Date	01/02/2018
Open Date	
Close Date	
Open Until Filled	Yes
Special Instructions to Applicants	Attach resume, cover letter, and a list of references electronically. Letters of reference will be requested for candidates who are invited for phone interviews.
Salary and Benefits	Salary range is \$39,750-\$40,500. Benefits available include health, dental, life and long-term disability insurance, as well as a selection of several defined contribution retirement programs. Dependents and spouses of UNC Employees who are employed as 0.5 FTE or above are entitled to and eligible for Dependent Tuition Grants. These tuition grants will cover in-state tuition charges. Further requirements may exist. Other benefits may be available based on position.
Additional Requirements	Satisfactory completion of a background check, educational check, and authorization to work in the United States is required after a conditional offer of employment has been made. The successful candidate must submit original transcripts within one (1) month of hire.

Supplemental Questions

Required fields are indicated with an asterisk (*).

Documents Needed to Apply

Required Documents

1. Resume
2. Cover Letter/Letter of Application
3. List of References

Optional Documents

None