Posting Details

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| *Posting Details* | |
| **Vacancy Number** |  |
| **Working Title** | Proposal Development Associate |
| **Career Band Title** | University Program Associate |
| **Location of Workplace** | Main UNCW Campus |
| **Competency Level** | Journey |
| **Brief Summary of Work for this Position:** | To provide proposal development and support for the SPARC office to include: -Review and evaluate proposals and assist faculty in meeting proposal requirements, including administrative compliance, to ensure quality submission and developing budgets. -Proofread and edit proposals to improve readability and overall presentation. -Coordinate the development of supporting documentation for proposals, including but not limited to, curriculum vitae, current and pending support, conflict of interest documentation and appendices. Create data management plans and other boilerplate material. -Coordinate the receipt and submission of documents from sub-awardees and consultants. -Manage electronic systems of federal, state and private funding agencies. Stay up to date on changes in how grant systems work and navigate the unique or proprietary systems of smaller funding agencies. |
| **N.C. Minimum Required Knowledge, Skills, & Abilities:** | Bachelor’s degree; or equivalent combination of training and experience. All degrees must be received from appropriately accredited institutions. |
| **Additional knowledge, skills, and abilities required to perform the essential functions of the position:** | Ability to interpret federal, state and private sponsor policies and precedents affecting program area(s), and unique situation(s) as well as ability to analyze and explain revisions, and implement initiatives. Be proficient in standard office software packages (word processing, Excel spreadsheet, databases) and be proficient in electronic proposal submissions systems. Ability to manage competing priorities. Ability to resolve conflict. Wiling to undertake projects on own initiative. Ability to establish and maintain effective working relationships with departmental personnel, University and governmental officials, sponsors and the general public. Ability to work as a team as well as individually. Outstanding communication skills. Ability to manage competing priorities. Providing outstanding customer support required. Must be highly organized and flexible in managing the workload. Ability to stay focused and self-manage is necessary. Knowledge of federal, state and other sponsoring agency rules, regulations, policies and procedures along with high-level interpersonal skills in communicating them to many different levels of individuals; ability to communicate with various types of customers, faculty, support staff, federal agency representatives, private organization officers; impose regulations in a tactful manner. Ability to analyze and interpret policy and procedural guidelines and to resolve issues; must be detail-oriented and able to concentrate on complex issues over an extended period. The skill to communicate complex regulations in an easily understandable, customer friendly manner is critical. Ability to establish and maintain effective working relationships with departmental personnel, university and government officials and the general public. The ability to work closely with a diverse cross section of people and communicate complex regulations is necessary. |
| **Preferred education, professional skills and experience:** | Experience-based knowledge. Extensive knowledge of business administration and budgeting practices; thorough knowledge of budgeting and forecasting; Knowledge of university personnel and position management practices to guide the PI’s through the maze of regulations and policies, position classification, pay issues, timing/rates of actions, obligations of employee classifications, correct classification of employees versus contractor, and other issues. |
| **Certifications or licensure required to perform the essential functions of the position:** | No certifications or licensure required for this position |
| **Recruitment Range** | $36,000 to $40,000 |
| **NC Salary Grade Equivalency** | 63 |
| **Hours Per Week** | 1.0 (40 hours per week) |
| **Months Per Year** | 12 Months |
| **Work Days** | Monday - Friday |
| **Work Hours** | 8:00am - 5:00pm |
| **Anticipated Ending Date if Time-Limited** |  |
| **Position Number** | 7968 |
| **Job Posting Date** | 06/18/2018 |
| **Posting Close Date** | 07/31/2018 |
| **Special Instructions** |  |
| **EEO Statement** | UNC Wilmington actively fosters a diverse and inclusive working and learning environment and is an equal opportunity employer. Qualified persons from all racial, ethnic or other minority groups, protected veterans, and individuals with disabilities are strongly encouraged to apply. |

Applicant Documents

**Required Documents**

1. Resume
2. Cover Letter
3. List of 3 Professional References

**Optional Documents**

None

Posting Specific Questions

Required fields are indicated with an asterisk (\*).