



Pre Award Coordinator II - 517981

Florida International University is classified by Carnegie as a R1: Doctoral Universities - Highest Research Activity and recognized as a Carnegie engaged university. It is a public research university with [colleges and schools](#) that offers 196 [bachelor's, master's and doctoral](#) programs in fields such as engineering, computer science, international relations, architecture, law and medicine. As one of South Florida's anchor institutions, FIU contributes almost \$9 billion each year to the local economy. FIU is Worlds Ahead in finding solutions to the most challenging problems of our time. FIU emphasizes research as a major component of its mission. FIU has awarded more than 220,000 degrees and enrolls more than 54,000 students in two campuses and three centers including FIU Downtown on Brickell, FIU@I-75, and the Miami Beach Urban Studios. [FIU's Medina Aquarius Program](#) houses the Aquarius Reef Base, a unique underwater research facility in the Florida Keys. FIU also supports artistic and cultural engagement through its three museums: [Patricia & Phillip Frost Art Museum](#), the [Wolfsonian-FIU](#), and the [Jewish Museum of Florida-FIU](#). FIU is a member of [Conference USA](#) and more than 400 student-athletes participating in 18 sports. For more information about FIU, visit <http://www.fiu.edu/>.

Contributes to the overall proposal submission process by assisting faculty at the departmental / college level with the proposal preparation process including the drafting and building of proposal budgets, filling out all required internal as well as external forms, preparing electronic proposal approval forms to be routed through the faculty's department and college, assisting with budget revisions as well as other proposal related duties as determined by the Office of Research. Works closely with the Office of Research personnel and College / Departmental administrators to ensure the timely submission of all required proposal elements. Works with the Office of Research personnel to ensure that proposal submissions are consistent with established University policies and procedures while conforming to federal, state, sponsor and university rules and regulations.

- Works with departments, College Administrators and Principal Investigators in proposal and budget construction preparation and final submission to the agencies making sure that proposal has strict adherence to agency's guidelines.
- Works directly with funding agencies to learn funding opportunities as well as programs and deadlines that would benefit the university's research and training mission.
- Submits proposals to agencies electronically as necessary. Maintains communications with granting agencies for appropriate processing of proposals.
- Prepares sub-awards for sponsored projects as specified by the granting agency including subcontracts and consulting agreements
- Contacts faculty members whose grants or contracts are coming to an end to ensure the preparation and submission of a new or continuation proposal to the funding agency
- Serves as liaison for the processing and review of Teaming Agreements, Collaboration agreements, Non Disclosure Agreements and other Agreements as needed

- Reviews and process grant awards and agreements in co-ordination with other University units
- Assists Director and Associate Director with complex foreign projects, including coordination of foreign documentation for subcontracts at proposal stage and coordinating proposal review by the Associate Vice President for Research for International Projects when required.
- Collaborates with the Office of Research and Economic Development personnel to ensure that proposal submissions are consistent with established University policies and procedures while conforming to federal, state, sponsor and university rules and regulations.
- Prepares and completes all required internal and external forms for proposal submissions, award negotiations and subawards.

Minimum Qualification:

- Bachelor's and two (2) years of related experience.

Department Requirements:

- Knowledge of contracts and grants management..

Desired Qualifications:

- Knowledge of contracts and grants in a central administration office at a University.
- Experience in higher education and/or non-profit setting is preferred.
- Intermediate experience with Microsoft Excel

Advertised Salary:

- \$50,000 - \$55,000

Pre-employment:

- Criminal Background Check

For further information or to apply online visit our website at careers.fiu.edu and reference job opening ID # **517981**

FIU is a member of the State University System of Florida and an Equal Opportunity, Equal Access Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.