

Proposal Development Specialist/Pre-Award Coordinator

Posting Details

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Vacancy Number	S01119
Working Title	Proposal Development Specialist/Pre-Award Coordinator
Career Band Title	University Program Manager
Location of Workplace	Main UNCW Campus
Competency Level	Contributing

Brief Summary of Work for this Position

The Proposal Development Specialist and Pre-award Coordinator will serve in the central university Office of Sponsored Programs and Research Compliance (SPARC). As a Proposal Development Specialist, they will assist faculty and staff with all activities related to developing and submitting high quality proposals for external funding in a deadline driven environment. As the Pre-award Coordinator, this position will also coordinate the pre-award team and assignments, provide accountability for proposal submissions, and serve as part of the SPARC leadership team.

The primary job duties include:

- Coordinate the Pre-award team activities and ensure timely and high-quality proposal submission
- Collaborate with SPARC team to develop a culture of excellent customer service
- Develop and maintain a schedule for funding cycles, proposal submission, and reporting deadlines
- Assist PIs to find relevant external funding opportunities
- Develop a plan with PIs to prepare required grant proposal application elements, and in collaboration with the PI develop and review the budget, maintain a working timeline, secure appropriate subcontract information, and assist with attaining cost share commitments and sponsor forms
- Review and evaluate proposals to ensure quality submission, and assist faculty in meeting proposal requirements, including administrative compliance
- 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
- Coordinate the receipt and submission of documents from sub-awardees and consultants
- Assure a proposal meets all sponsor guidelines and is in final form
- Submit proposals to sponsors
- Assist with sponsor request such as revised budgets, and just in time information, and submit the request to the sponsor
- Collaborate with SPARC team to create data management plans and other boilerplate supporting materials
- 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 and three years of experience in the area of assignment, of which at least one is supervisory or in a lead-worker capacity; 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

Knowledge of federal, state and other sponsoring agency rules, regulations, policies and procedures along with high-level interpersonal skills in communicating them to diverse audiences
Ability to analyze and interpret federal, state and private sponsor policies, procedural guidelines, and precedents affecting program area(s) and unique situation(s) as well as ability to explain revisions, and implement initiatives; must be detail-oriented and able to concentrate on complex issues over an extended period
Ability to construct sponsored project budgets, and to consider and communicate alternative budgeting approaches to best complete a project
Commitment and capability to provide outstanding customer support
Proficiency in standard office software packages (word processing, spreadsheets, databases), and have experience working with electronic proposal submissions systems
Ability to manage competing priorities
Ability to resolve conflict
Ability to establish and maintain effective working relationships with departmental personnel, university and governmental officials, sponsors and the general public
Ability to take initiative on projects, work individually, and collaborate with teams
Must be highly organized and flexible in managing the workload
Ability to stay focused and self-manage
Possess outstanding communication skills, both written and oral
Ability to communicate effectively and compassionately with various types of customers, faculty, support staff, federal agency representatives, private organization officers; impose regulations in a tactful manner
The skill to communicate complex regulations in an easily understandable, customer friendly manner
Skills to work closely with a diverse community and clientele

Preferred education, professional skills and experience

Masters Degree preferred
Experience working in a university setting
Five years of experience working in a university department and/or central research administration office
Extensive knowledge of business administration, budgeting practices, and budget forecasting
Project management skills
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
Experience with federal grant systems such as NIH eRA commons, research.gov, and NSF Fastlane
Experience with electronic research administration tools (e.g., RAMSeS, InfoEd Global, InfoReady).
Masters Certified Research Administrator (CRA) or Pre-Award (CPRA) certification
Experience developing and negotiating contracts and agreements related to sponsored research
Demonstrated ability to create collaborative and respectful work environments, and ability to support and promote outstanding customer service
Excellent interpersonal and communication skills to effectively work with a wide variety of individuals including all levels of responsibility and a wide variety of cultural backgrounds

Certifications or licensure required to perform the essential functions of the position

N/A

Recruitment Range

\$45,000 - \$54,881

NC Salary Grade Equivalency

74

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 6023

Job Posting Date 12/11/2019

Posting Close Date 01/20/2020

Special Instructions PLEASE NOTE: Position will close at 11:59pm on the Posting Close Date stated in this posting. To receive full consideration, please be sure you have fully completed the entire application before you apply for this position. Failure to answer all required questions will cause the system to disqualify your application. You will be required to attach a cover letter and resume to successfully apply for this position. To receive full consideration, please be sure you have completed the 'Work History' section of the application before you apply for this position. For more info/to apply visit <http://jobs.uncw.edu>. Applications must be submitted through the online application system to be considered.

EEO Statement At the University of North Carolina at Wilmington (UNCW), our culture reflects our values of inclusion, diversity, globalization, ethics and integrity and innovation and we are committed to providing equality of educational and employment opportunity for all persons without regard to race, sex (such as gender, gender identity, marital status, childbirth, and pregnancy), age, color, national origin (including ethnicity), religion, disability, sexual orientation, political affiliation, veteran status, military service member status, genetic information, or relationship to other university constituents – except where sex, age, or ability represent bona fide educational or occupational qualifications or where marital status is a statutorily established eligibility criterion for State funded employee benefit programs. UNCW believes that embracing the unique contributions of our faculty, staff and students is critical to our success and paramount in being recognized for our global mindset.

External Link to Posting <http://jobs.uncw.edu/postings/16817>

Applicant Documents

Required Documents

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

Optional Documents

Posting Specific Questions

Required fields are indicated with an asterisk (*).

1. * How did you learn of this opportunity with UNC Wilmington (2019-2020)?
 - UNCW Website
 - UNCW Facebook Page
 - UNCW LinkedIn Page
 - UNCW Twitter Account
 - UNCW Employee Referral
 - Chronicle of Higher Education
 - Craigslist
 - Diverse Issues in Higher Education
 - Glassdoor
 - Higher Ed Jobs
 - Hispanic Outlook
 - Indeed
 - Inside Higher Ed
 - North Carolina Job Network
 - Women In Higher Education
 - Other