

Research Grant Administrator

Posting Details

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Vacancy Number	S01162
Working Title	Research Grant Administrator
Career Band Title	University Program Associate
Location of Workplace	Main UNCW Campus
Competency Level	Journey
Brief Summary of Work for this Position	The Research Grant Administrator's responsibilities include providing support for pre-award and post-award activities (i.e., submissions and awards) for internal and external funding. This highly responsible position interprets policy and procedure, oversees sponsored programs' spending, and manages all pre- and post-award functions. This position also functions as part of a larger team and directly contributes to a culture that values interprofessional collaboration, community engagement, and personal growth, and teamwork.
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 research, compile and present information and numerical data. Ability to identify, analyze, and evaluate situations or problems to determine and implement appropriate courses of action. Proficiency in the use of personal computer with multiple types of software programs, e.g. Microsoft Word, Excel and database systems; substantial knowledge and comfort in the use of Microsoft Excel or other spreadsheet software Ability to embrace, learn, and adapt to new software and technologies Proficiency in written and oral communication skills. Ability to organize and adjust workload to handle multiple responsibilities. Ability to analyze, interpret, recommend, and implement policy and procedural guidelines.
Preferred education, professional skills and experience	Bachelor's degree and two years of experience in grant and contract administration; or an equivalent combination of education and experience. Experience with RAMSES, InfoEd Global, and Banner; Experience with federal sponsors and their systems, specifically Department of Energy (DOE-PAMS), National Institutes of Health (NIH Assist) and National Science Foundation (NSF-Fastlane); Strong familiarity with budgets.
Certifications or licensure required to perform the essential functions of the position	CRA certification is preferred.
Recruitment Range	\$41,000 - \$43,000
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 to 5:00PM
Anticipated Ending Date if Time-Limited	05/31/2021

Position Number 8125

Job Posting Date 02/19/2020

Posting Close Date 03/20/2020

Special Instructions

PLEASE NOTE: This position is time-limited with the possibility of continuation pending availability of funds and department need.
This posting will close at 11:59pm on the posted closing date. 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.
This position is being recruited at the Journey level. If no applicants apply who meet the required competency and training & experience requirements, then management may consider other applicants. Salary would be determined based on competencies, equity, budget, and market considerations.

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/17551>

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