

Pre Award Coordinator II

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	Job ID
520023	
	Location
Modesto A. Maidique Campus	
	Full/Part Time
Full-Time	
	Close Date
06/02/2020	
	Regular/Temporary
Regular	

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About FIU

Florida International University is Miami's public research university. FIU is focused on student success. According to U.S. News and World Report, FIU has 35 programs in the top 100 in the nation among public universities, including 15 in the top 50. FIU is a top U.S. research university with more than \$200 million in annual expenditures and is designated as an "Emerging Preeminent State Research University" by the Florida Board of Governors. FIU ranks 15th in the nation among public universities for patent production, which drives innovation, and is one of the institutions that helps make Florida the top state for higher education. The [Next Horizon](#) fundraising campaign is furthering FIU's commitment to providing students Worlds Ahead opportunities. Today FIU has two campuses and multiple centers, and 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](#), with more than 400 student-athletes participating in 18 sports. The university has awarded more than 330,000 degrees to many leaders in South Florida and beyond. For more information about FIU, visit www.fiu.edu.

Job Summary

Contributes to the overall proposal and/or award 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.
- Performs related duties as required or as directed. The omission of specific duties does not preclude the supervisor from assigning duties that are logically related to the position.
- 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.
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Minimum Qualifications

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

Departmental Requirements

- Knowledge of contracts and grants management.

Desired Qualifications

- Previous experience working in higher education.
- Experience in higher education and/or non-profit setting is preferred.
- Intermediate experience with Microsoft Excel

Job Category

Administrative

Advertised Salary

\$50,000 - \$55,000

Work Schedule

Begin time: 8:30 AM

End time: 5:00 PM

Pre-Employment Requirements

- Criminal Background Check

How To Apply

Current Employee

As a current employee, you must log into Employee Self Service (ESS) to apply for this and any other internal career opportunity of interest. In this account, you are able to track your applicant status in "**My Applications**".

In order to be considered eligible for the position as an internal candidate, departmental staff must meet minimum requirements of the position, be in good performance standing, and have been continuously employed at the University for at least six months.

Before you begin the process, we recommend that you are prepared to attach electronic copies of your resume/ curriculum vitae, cover letter or any other documents within the application process. It is recommended that you combine your cover letter and resume into one attachment. Attached documents should be in Microsoft Word or PDF format.

****This posting will close at 11:59 pm of the close date.***

Disclosures

Clery Notice

In compliance with the [Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act](#), the University Police department at Florida International University provides information on crimes statistics, crime prevention, law enforcement, crime reporting, and other related issues for the past three (3) calendar years. The FIU Annual Security report is available online at: https://police.fiu.edu/wp-content/uploads/sites/54/2016/04/Campus_Security_Report__Safety_Guide.pdf.

To obtain a paper copy of the report, please visit the FIU Police Department located at 885 SW 109th Avenue, Miami, FL, 33199 (PG5 Market Station).

Pay Transparency

Florida International University will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the contractor's legal duty to furnish information.

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, sexual orientation, gender identity, national origin, disability or protected veteran status