



Job Title:	Science Grant Writer (Grant Writer III)	Job Code: (For HR use Only)	
Reports To:	Minerva Cordero, Senior Associate Dean	Date:	
Department:	College of Science	FLSA: (For HR use Only)	
Incumbent Name:			
Job Summary:	This position plans, executes, and coordinates grant management for the College of Science Dean’s Office and provides grant writing support for the faculty.		

Job Description

ESSENTIAL DUTIES AND RESPONSIBILITIES:	PERCENT OF TIME:
1. Facilitate and assist in the preparation of grant proposals for individual and teams of faculty for Federal funding agencies, foundations, and industry.	55%
2. Maintain comprehensive knowledge of federal and private funding agencies and funding opportunity databases for identifying and soliciting grants. Organize grant writing workshops/seminars for potential PIs.	25%
3. Maintain college research data, prepare reports, suggest and assist in developing more efficient methods and procedures for grant management.	10%
4. Develop and manage a portfolio of foundation and other donors and prospects for funding faculty research endeavors. Track and maintain a grants calendar which summarizes funding opportunities, grant submission dates, historical funding data and other funding agency requirements.	10%
5. Perform other related duties as assigned.	5%
	<hr/> 100%

MINIMUM QUALIFICATIONS:

Bachelor's degree in a Science field, Communications, Journalism, or related fields. Three years of experience in a position that requires complex science writing, such as developing research proposals and grants, technical writing and writing scientific publications.

PREFERRED QUALIFICATIONS:

- Master’s degree in any Science field, Communications, Journalism, or related field. Candidates with a relevant PhD in Science will also be considered.
- Prior experience working with federal funding agencies for scientific research, including the National Science Foundation (NSF) and the National Institutes of Health (NIH), is highly preferred.
- Experience in higher education research funding and researching funding opportunities.



- Proficiency in science literacy, scientific research, scientific communications including research and writing for a scientific audience.

KNOWLEDGE, SKILLS AND ABILITIES:

- Exceptional written and oral communication skills.
- Strong editing skills in the English language.
- Strong understanding and knowledge of various fields of science.

WORKING CONDITIONS:

WORK IS PERFORMED IN THE STANDARD OFFICE ENVIRONMENT. DURING COVID CONDITIONS, INCUMBANT MAY WORK REMOTELY AND/OR IN THE OFFICE.

OTHER REQUIREMENTS:

Employee Signature:		Date:	
Supervisor Signature:		Date:	