



# Cornell University

## **Grant Coordinator**

Research Administration Assistant – Band D  
Office of Sponsored Programs (OSP)

The Pre-Award Research Operations (PRO) team in the Office of Sponsored Programs (OSP) provides centralized pre-award grant proposal preparation and support for Principal Investigators (PIs) throughout the College of Engineering. The PRO team is charged with coordinating the creation, submission, and tracking of grant proposals to federal and state agencies, foundations, corporate and private sponsors. The team's overall goals are to provide consistent, high-quality support and excellent customer service while standardizing procedures and expectations for pre-award grant proposal activity.

We have an immediate opening for a Grant Coordinator.

### **What you will do:**

The Grant Coordinator will be responsible for serving as a primary point person for PIs across the College for grant proposal submissions, coordinating with administrative managers, department chairs/directors, departmental finance leads, OSP Grant and Contract Officers, and various funding agency representatives to respond to pre-award related issues and questions during the proposal submission process and the pre-award period. This position will help to implement and communicate standard procedures and expectations related to proposal submission, and provide updates and data related to pending proposal submissions.

### **What you will need:**

- Associate's Degree in business, communication or related field with 2 – 4 years of financial and/or administrative experience, or an equivalent combination of education and experience.
- Must be detail oriented and possess excellent written and oral communication skills.
- Must be highly competent and knowledgeable in modern office methods and procedures (including electronic filing techniques, telephone etiquette, and professional writing/email communication).
- Ability to work both independently and collaboratively as a part of a team in a professional office environment, working on multiple projects simultaneously.
- Highly proficient with software products including Excel, Adobe Acrobat, MSWord, and Outlook.
- Familiarity with database management and/or financial management tools.
- Ability to handle confidential information and materials.
- Experience interacting and building relationships with high-level clientele, faculty, visitors, and organizational leaders.

### **Preferred, but not required:**

- Bachelor's Degree in business, communication or related field and two years of financial and/or research administration experience, or an equivalent combination of education and experience.
- Demonstrated experience interpreting instructions and applying for funding from a variety of sources, especially NSF, NIH, DOD, DOE, and NASA, leading the administrative aspects of preparing grant proposals for submission, and interpreting University research compliance requirements.
- Experience with grants.gov, NSF FastLane, NIH ASSIST, Adobe Acrobat, Excel, and Word.

*Visa sponsorship is not provided for this position.*

Please apply online at <https://hr.cornell.edu/jobs> (posting #WDR-00025573).

*Cornell University embraces diversity and seeks candidates who will contribute to a climate that supports students, faculty and staff of all identities and backgrounds. We strongly encourage individuals from underrepresented and/or marginalized identities to apply.*

