



University of Nebraska-Lincoln is filling a position on our Sponsored Programs Pre-award team

GRANTS COORDINATOR (FT managerial/professional position, requisition # S_210737)

Hybrid work environment

Are you interested in becoming a member of a dedicated, client-focused, and fun loving group of professional staff? Do you want to be part of an energetic team working in a fast-paced environment at a Big Ten university? If so, we're looking for you!

Join us here in Lincoln, Nebraska – home to fine culinary and artistic treasures, a budding live music scene, and Pinnacle Bank Arena in the Historic Haymarket District. Lincoln boasts the most parkland per capita in the nation, along with exceptional bike/hike trails. It offers the cultural and entertainment benefits of a much larger city, with the feel of a friendly Midwestern community. Enjoy four seasons, low cost of living, an active arts community, top-notch schools, excellent sports experiences and a growing research university. Lincoln has it all!

At the University of Nebraska-Lincoln, we believe that every person and every interaction matters. We believe that a robust culture of collaboration underpins our research success. We believe true innovation emerges at the nexus of strategic partnerships and our research strengths. We're striving to build productive, innovative relationships within and beyond our university, locally and globally, with public and private partners (research.unl.edu). This is also true for the Sponsored Programs team. We are a combined pre-and post-award office that is building partnerships with our faculty and staff to ensure the best proposals are submitted and resulting awards are exceptionally managed. We are leading the way in client service and we'd love to add another outstanding individual to the pre-award team.

This unique opportunity allows for qualified candidates to apply for a Grants Coordinator position at any of three levels within the pre-award team of the Office of Sponsored Programs. As a UNL Grants Coordinator you provide institutional oversight for submission of external funding proposals, verifying compliance with University, State, Federal, and sponsor guidelines and regulations. You also provide specialized guidance to faculty and staff in finalizing external proposals and in coordinating proposals and budget development.

You need to have a Bachelor's degree or equivalent education/experience, plus experience in grant proposal review and submission. It is essential that you have excellent organizational, communication and interpersonal skills; and don't forget the ability to work well in a team environment. You must have the ability to balance and complete multiple priority tasks, while building trust and effective working relationships with clients. Creative problem solving and critical thinking skills are a must. You will find details on all the required and preferred qualifications and minimum experience levels at <https://employment.unl.edu>, under requisition S_210737. This is also where you will find the link to apply.

Compensation and the level of position will be determined at the time of hire, based upon the successful candidate's qualifications and experience. A criminal background check will be conducted. UNL offers excellent benefits, including a staff/dependent scholarship program, as well as outstanding professional growth and development opportunities. Applicant review begins September 10, 2021 and will continue until the position is filled.

UNL seeks to attract and retain a high performing and diverse workforce in which employees' differences are respected and valued to better meet the varying needs of the diverse populations we serve. The university fosters a diverse and inclusive work environment that promotes collaboration so that all individuals are able to participate and contribute to their full potential. As an EO/AA employer, qualified applicants are considered for employment without regard to race, color, ethnicity, national origin, sex, pregnancy, sexual orientation, gender identity, religion, disability, age, genetic information, veteran status, marital status, and/or political affiliation. See: <http://www.unl.edu/equity/notice-nondiscrimination>.