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University of Arkansas System


Research Advancement Specialist

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 Fayetteville

 Full time

 Posted Yesterday

 R0011137

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If you close the browser or exit your application prior to submitting, the application process will be saved as a draft. You will be able to access and complete the application through "My Draft Applications" located on your Candidate Home page.

Type of Position:

Research

Workstudy Position:

No

Job Type:

Regular

Work Shift:

Day Shift (United States of America)

Sponsorship Available:

No

Institution Name:

University of Arkansas, Fayetteville

Founded in 1871, the University of Arkansas is a land grant institution, classified by the Carnegie Foundation among the nation's top 2 percent of universities with the highest level of research activity. The University of Arkansas works to advance Arkansas and build a better world through education, research and outreach by providing transformational opportunities and skills, promoting an inclusive and diverse culture and climate, and nurturing creativity, discovery and the spread of new ideas and innovations.

The University of Arkansas campus is located in Fayetteville, a welcoming community ranked as one of the best places to live in the U.S. The growing region surrounding Fayetteville is home to numerous Fortune 500 companies and one of the nation's strongest economies. Northwest Arkansas is also quickly gaining a national reputation for its focus on the arts and overall quality of life.

As an employer, the University of Arkansas offers a vibrant work environment and a workplace culture that promotes a healthy work-life balance. The benefits package includes university contributions to health, dental, life and disability insurance, tuition waivers for employees and their families, 12 official holidays, immediate leave accrual, and a choice of retirement programs with university contributions ranging from 5 to 10% of employee salary.

Below you will find the details for the position including any supplementary documentation and questions, you should review before applying for the opening.

If you have a disability and need assistance with the hiring process, please submit a request via the [Disability Accommodations | OEOC | University of Arkansas \(uark.edu\)](#) : Request an Accommodation. Applicants are required to submit a request for each position of which they have applied.

For general application assistance or if you have questions about a job posting, please contact Human Resources at 479.575.5351.

Department:

Office of Research & Grants

Department's Website:

<https://coehp.uark.edu/>

Summary of Job Duties:

The Research Advancement Specialist will report to the College of Education and Health Professions (COEHP) Research Director and will assist faculty with primarily pre and occasionally post-award grant activities including budget development, proposal preparation and advising department financial staff on tasks related to post-award grant management. This position will interact on a regular basis with faculty, staff and outside sponsors.

Qualifications:**Minimum Qualifications:**

- Bachelor's degree from an accredited institution of higher education
- 1+ years in account/grant/financial management experience
- Evidence of effective communication skills
- Experience in work that requires organizational skills and high-level customer services
- Proficiency with MS Office Suite software

Preferred Qualifications:

- Master's degree or higher
- Demonstrated knowledge of the policies, procedures, and requirements of all applicable regulations governing management of grants and/or contracts for sponsors such as NIH, U.S. Dept. of Education, AR Dept. of Education, NSF, and foundations
- Experience working in higher education
- Experience in Federal and non-Federal grant administration
- Pre/Post-award grant administration experience

Knowledge, Skills & Abilities:

- Knowledge of technical writing
- Knowledge of computers and applicable programs and software
- Skill in reading and writing technical documentation
- Skill in communicating effectively both in oral and written form
- Skill in project management and independent problem solving
- Ability to communicate technical information in a clear and understandable manner
- Ability to work independently and prioritize tasks
- Ability to utilize computer technology for communication, data gathering and reporting activities
- Ability to develop successful grant proposals to both governmental agencies and private foundations

Additional Information:**Salary Information:**

Commensurate with education and experience

Required Documents to Apply:

Cover Letter/Letter of Application, List of three Professional References (name, email, business title), Resume

Optional Documents:

Proof of Veteran Status

Recruitment Contact Information:

Stacy Stuart, Research Director, sfstuart@uark.edu

All application materials must be uploaded to the University of Arkansas System Career Site

<https://uasys.wd5.myworkdayjobs.com/UASYS>

Please do not send to listed recruitment contact.

Special Instructions to Applicants:

Pre-employment Screening Requirements:

Criminal Background Check, Sex Offender Registry

The University of Arkansas is committed to providing a safe campus community. We conduct background checks for applicants being considered for employment. Background checks include a criminal background check and a sex offender registry check. For certain positions, there may also be a financial (credit) background check, a Motor Vehicle Registry (MVR) check, and/or drug screening. Required checks are identified in the position listing. A criminal conviction or arrest pending adjudication or adverse financial history information alone shall not disqualify an applicant in the absence of a relationship to the requirements of the position. Background check information will be used in a confidential, non-discriminatory manner consistent with state and federal law.

The University of Arkansas seeks to attract, develop and retain high quality faculty, staff and administrators that consistently display practices and behaviors to advance a culture and climate that embeds inclusion, diversity, equity, and access. For more information on diversity and inclusion on campus, please visit:

[Division of Diversity, Equity, and Inclusion](#)

The University of Arkansas is an equal opportunity, affirmative action institution. The university welcomes applications without regard to race/color, sex, gender, pregnancy, age, national origin, disability, religion, marital or parental status, protected veteran or military status, genetic information, sexual orientation, gender identity or any other characteristic protected under applicable federal or state law.

Persons must have proof of legal authority to work in the United States on the first day of employment. All applicant information is subject to public disclosure under the Arkansas Freedom of Information Act.

Constant Physical Activity:

Talking

Frequent Physical Activity:

N/A

Occasional Physical Activity:

N/A

Benefits Eligible:


Yes

Similar Jobs (5)

GSIE Graduation Specialist-Theses/Dissertations

 Fayetteville

 Full time

 Posted Yesterday

NANO Facility Support Specialist

 Fayetteville


 Full time

 Posted 30+ Days Ago

Research Station Archeologist - Parkin

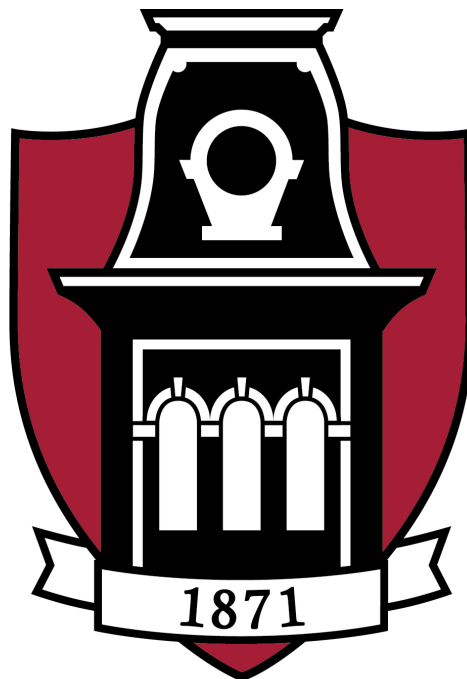
 Fayetteville

 Full time

 Posted 7 Days Ago

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About the University of Arkansas



UNIVERSITY OF ARKANSAS®

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Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act)

The Student Right to Know and Campus Security Act was passed in 1990 and was amended in 1998 to form the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. This law requires that certain institutions of higher education distribute to all current students and employees a copy of the required report, and to all prospective students and employees a summary of what is contained in the yearly report. The report is available on the Internet and may be downloaded and printed with Adobe Reader 5.0 or higher software.

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