



## Career Opportunities

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# Research Development Specialist

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 Fayetteville

 Full time

 Posted Yesterday

 R0015880

Current University of Arkansas System employees including student employees and graduate assistants need to log into Workday on My Apps. Simply enter "Find Jobs" in the Workday search bar to view open positions.

All Job Postings will close at 12:01 a.m. CT on the specified Closing Date (if designated). To view the job posting closing date please return to the search for jobs page.

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:**  
Professional Staff - Project/Program Administration

**Workstudy Position:**  
No

**Job Type:**  
Regular

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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:**

Research Development

**Department's Website:**

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

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This position will serve investigators at every stage of the proposal development process, from identifying competitive project ideas, to finding relevant funding opportunities, to building collaborative teams, to developing proposal documents and offering reviewer-centric feedback. This position will also support the roll-out of campus-wide Research Development initiatives as needed.

Regular, reliable, and non-disruptive attendance is an essential job duty, as is the ability to create and maintain collegial, harmonious working relationships with others.

## Qualifications:

### Minimum Qualifications:

- Bachelor of Science (BS) or Bachelor of Arts (BA) degree from an accredited institution of higher education
- At least two years of experience with grant proposal preparation

*Applicable equivalencies may be considered on the above qualifications.*

- Demonstrated record of project management and/or developing large-scale projects

### Preferred Qualifications:

- Master of Science (MS), Master of Art (MA), or Master of Business Administration (MBA) from an accredited institution of higher education
- At least four years of grant proposal preparation experience
- Certified Research Administrator certification
- Demonstrated record of proposal submission, including uploading documents into routing systems

## Knowledge, Skills, and Abilities

### Knowledge:

- Federal grant funding process
- Higher education sponsored programs

### Skills:

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## Abilities:

- Teaching and/or providing training
- Attention to detail
- Work collaboratively and professionally on a team
- Identify, propose, develop, and implement new ideas, techniques, and processes
- Innovative and creative
- Thinks outside the box
- Committed to Diversity, Equity, and Inclusion

## 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:

Julia Menke, Human Resources Operations Manager, [jmenke@uark.edu](mailto:jmenke@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

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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:**

N/A

**Frequent Physical Activity:**

N/A

**Occasional Physical Activity:**

N/A

**Benefits Eligible:**

Yes

## About the 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

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