



Sponsored Programs Coordinator

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Posting Details

Posting Information

Posting Number	SAECC3088
Advertised Title	Sponsored Programs Coordinator
Campus Location	Main Campus (Memphis, TN)
Position Number	016066
Category	Staff (Hourly/Monthly)

Department	Vice President Research
Minimum Position Qualifications	Bachelor's Degree in a relevant field and two (2) years of substantial and relevant experience in a higher education and/or corporate/business setting. An equivalent combination of education, training and experience may be substituted for the degree requirement.
Special Conditions	The department is especially interested in candidates with experience with contract management and review, knowledge of Cayuse or similar grants management system(s)(InfoEd, Koali/Coeus, etc.) and experience working in Higher Education sponsored programs.
Work Schedule	Monday- Friday 8:00 am – 4:30 pm May need to work/travel beyond normal work schedule.
Posting Date	08/19/0022
Closing Date	09/02/2022
Open Until Screening Begins	No
Hiring Range	\$48,000 - \$55,000 per year
Full-Time/Part-Time	Full-Time: Benefits Eligible
Working Conditions	While performing the duties of this job, the employee is regularly required to sit; use hands to handle, or feel; and talk or hear. The employee frequently is required to walk. The employee is occasionally required to stand; reach with hands and arms; and stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision.
Additional Working Conditions	All applications must be submitted online at workforum.memphis.edu .
Special Instructions to Applicants	Applicants must complete all applicable sections of the online application to be considered for a position. Please upload a cover letter, resume, and reference list after completing your application, if required by the system. Required work experience is based on full time hours. Part time work experience will be prorated as listed. Candidates who are called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.
Is this posting for UofM employees only?	No

Positions Supervised

None

Knowledge, Skills, and Abilities

Excellent written and verbal communication skills
 Demonstrated ability to complete projects in a timely manner, plan for unplanned assignments, and adapt to changing priorities
 Effective analytical and creative problem solving skills
 Ability to manage a high volume of work in a fast-paced, deadline driven work environment

Additional Position Information**Job Duties****Duties & Responsibilities**

Assists with preparing and processing incoming and outgoing subgrants and subcontracts (“subawards”) related to University sponsored project. Reviews existing subawards for ongoing sponsored-projects, and proactively issue new subawards for upcoming years to avoid delays in project work. Screens new, incoming subawards, and draft outgoing subawards for review by Director. Prepares and provides contract and subaward related document templates and samples, and assist with contract and nonmonetary agreements as needed. Assists in reviewing proposal budgets and completing sponsor-related forms.

Duties & Responsibilities

Assists with compliance review for award setup, Reviews daily award reports and maintain accurate and completes files and records for workload portfolio, and assist Director with special projects.

Duties & Responsibilities

Prepares and processes the University’s dual-service agreements (DSA). Oversee the , MIAA/MOU student Internship agreements with local partners. Utilizes the eRA Cayuse system for record management.

Duties & Responsibilities

Communicates often and effectively with academic department faculty, business officers, and pre-award administrators. Works closely with the the Director and Sponsored Programs Administrators. Effectively contributes to the on-going improvement of OSP processes, systems, outreach, education, and training initiatives.

Duties & Responsibilities

Performs other assigned duties as necessary.

Supplemental Questions

Required fields are indicated with an asterisk (*).

1. * Describe your knowledge and work experience with sponsored research, contract preparation and negotiation.
(Open Ended Question)

2. * Please describe your experience and prior work with Banner or other university financial systems, as well as with Electronic Research Administration Systems (e.g. Cayuse).
(Open Ended Question)
3. * Please describe your prior work experience related to sponsored research administration planning, reporting, and policy.
(Open Ended Question)
4. * Please describe your familiarity with federal guidelines and policies related to sponsored programs.
(Open Ended Question)

Applicant Documents

Required Documents

1. Resume
2. Cover Letter

Optional Documents

1. References List
2. Unofficial Transcript

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