

Position Title: Senior Grants Specialist
Position Number: 105410
Physical Job Location: Pensacola, FL
Pay Range: \$55,000-65,000 annually

The University of West Florida Office of Research Administration and Engagement (RAE) is hiring a full-time Senior Grants Specialist (105410) to support university efforts to pursue, prepare, secure and execute grants and contracts that align with UWF's Mission and Values. We seek an informed and energetic staff member who can support RAE's efforts, while contributing to ongoing efforts to acquire external research funding via grant proposals.

The Senior Grant Specialist requires a minimum of a high school diploma and seven years of appropriate experience (appropriate college coursework may substitute at an equivalent rate for the required experience); however, we prefer applicants have a Bachelor's degree with three years of experience in sponsored research and/or university administration or a Master's degree and one year university administration experience.

For more information about this position, please look for position number 123740 on careers.uwf.edu. The last day to submit applications is May 30, 2023.

Candidates must apply online through the University of West Florida website: <https://careers.uwf.edu>. Applicants are required to attach a resume, cover letter, and list of references. An opportunity to upload these documents will be provided during the application process. For assistance, please contact Human Resources at 850-474-2694 or email jobs@uwf.edu.

This position allows eligible veterans and their spouses to claim Veterans' Preference pursuant to Section 295.07, F.S.; applicants claiming preference are responsible for providing required documentation on or before the posting deadline date as such documentation is required for eligibility determination. Supporting documentation, in addition to the DD214, may be required based on eligibility criteria. For information on obtaining a DD214, visit <http://www.archives.gov/veterans/military-service-records/> or call 1-866-272-6272.

At the conclusion of this search, if a non-preference eligible applicant is appointed to the position and you are a preference-eligible applicant and believe that you were not afforded employment preference in accordance with applicable Florida law and regulation, a written complaint requesting an investigation may be submitted to the Florida Department of Veterans' Affairs, Division of Benefits and Assistance, 9500 Bay Pines Blvd., Room 214, St. Petersburg, Florida 33708. Such complaint should be filed within 60 calendar days from the date that the notice the position has been filled is received by the applicant pursuant to Sections 120.569 and 120.57, F.S.

The University of West Florida is an Equal Opportunity/Access/Affirmative Action/Disabled/Veteran employer. Any individual requiring special accommodation to apply is requested to advise UWF by contacting UWF Human Resources at 1-850-474-2694 (voice) or 1-850-857-6158 (TTY). A criminal background check is required for successful candidates. E-Verify requirements may apply for employment in certain positions. All applications for employment at the University are subject to Florida public records law.