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Job Description

Pre-Award Grants Specialist - 30533

University Staff

Description

University of Colorado Denver

Department: College of Engineering, Design and Computing

Job Title: Pre-Award Grants Specialist

Position: # 00810914 – Requisition: # 30533

Job Summary:	The College of Engineering, Design and Computing seeks a full-time Pre-Award Grants Specialist. The major function of this full-time University Staff position is to provide research administrative support for the College of Engineering, Design and Computing (CEDC). This includes:

- interfacing with the Office of Grants and Contracts (OGC);
- providing pre-award support and administration for CEDC principal investigato (PI) submission of extramural grants and contracts, including budget strategy and development, ensuring proposals adhere to all grant application regulations and requirements and follow the sponsor and University guidelines and timelines;
- providing post-award support to PIs ensuring that budgets are established properly, handling subcontracts and sub-awards, handling appropriate pre-award requests, and serving as a liaison with OGC on grant and contract issues;
- interfacing with the Office of Research Services to pair funding opportunities with CEDC faculty;
- communicating with sponsors on requests for information post-submission and coordinating sponsor requests with OGC;
- coordinating award setup review with college and departmental staff;
- serving as the point of contact for sub-recipients.

The position offers a hybrid work schedule, with the flexibility for fully remote candidates to be considered. For candidates residing in close proximity to the campus, a hybrid work arrangement may be available.

Why Join Us:	The University of Colorado Denver is the state's premier public urban research university and equity-serving institution. Globally connected and locally invested, CU Denver partners with future-focused learners and communities to design accessible,

relevant, transformative educational experiences for every stage of life and career. Across eight schools and colleges in the heart of downtown Denver, our leading faculty inspires and works alongside students to solve complex challenges through boundary-breaking innovation, impactful research, and creative work. As part of the state's largest university system, CU Denver is a major contributor to the Colorado economy, with 2,000 employees and an annual economic impact of more than $800 million. For more information, visit www.ucdenver.edu.

The University of Colorado offers a comprehensive benefits package that includes health insurance, life insurance, retirement plans, tuition benefits, light rail pass, paid time off (vacation, sick, and holidays), and more. To see what benefits are available, please visit: https://www.cu.edu/employee-services/benefits-wellness

Diversity and Equity:

The University of Colorado is committed to recruiting and supporting a diverse student body, faculty, and administrative staff. The university strives to promote a culture of inclusiveness, respect, communication, and understanding. We encourage applications from women, ethnic minorities, persons with disabilities, persons within the LGBTQ+ community, and all veterans. The University of Colorado is committed to diversity and equality in education and employment.

Qualifications:

Minimum Qualifications:

- Bachelor's degree from an accredited institution.
- Three (3) years of relevant pre-award proposal development experience in a university or research setting.

Applicants must meet minimum qualifications at the time of hire.

Preferred Qualifications:

- Superior oral and written communication skills, which demonstrate the ability t effectively convey and explain information, influence outcomes, and tactfully deal with diverse people, situations, and ideas.
- Five (5) years of directly related experience in research development, busines development, proposal development, project management, research administration, or a closely related field.
- Experience developing, editing, and reviewing multi-investigator or multi-institution grant applications.
- Experience with federal grants websites and award databases.
- Experience with Info Ed Proposal Development System or similar grant or contract submission software
- Experience working with PeopleSoft HR and finance or similar software.
- Knowledge of federal grant and contract regulations and policies.
- Competent computer skills, including expertise in Microsoft Office products (Access, Excel, and Word), use of forms, and knowledge of database searches

Knowledge, Skills, and Abilities:

- Knowledge of federal grant and contract regulations and policies.
- Competent computer skills, including expertise in Microsoft Office products (Access, Excel, and Word), use of forms, and knowledge of database searche

How to Apply:

For full consideration, please submit the following document(s):

- A letter of interest describing relevant job experiences as they relate to listed job qualifications and interest in the position
- Curriculum vitae / Resume
- Three to five professional references, including name, address, phone number (mobile number if appropriate), and email address

Questions should be directed to: Alison Pearks, alison.pearks@ucdenver.edu.

Screening of Applications Begins:	Position will be posted until filled with a preference given to applications received by October 23rd, 2023. Those who do not apply by this date may not be considered. Applications are accepted electronically ONLY at www.cu.edu/cu-careers.

Anticipated Pay Range:

The starting salary range (*or hiring range*) for this position has been established as $72,069.00-$75,000.00.

The above hiring range represents the University's good faith and reasonable estimate of the range of possible compensation at the time of posting.

Your total compensation goes beyond the number on your paycheck. The University of Colorado provides generous leave, health plans, and retirement contributions that add to your bottom line.

Total Compensation Calculator: http://www.cu.edu/node/153125

ADA Statement:

The University will provide reasonable accommodations to applicants with disabilities throughout the employment application process. To request an accommodation pursuant to the Americans with Disabilities Act, please contact the Human Resources ADA Coordinator at workplaceengagement@ucdenver.edu

Background Check Statement:

The University of Colorado is dedicated to ensuring a safe and secure environment for our faculty, staff, students, and visitors. To achieve that goal, we conduct background investigations for all prospective employees.

Application Materials Required: Cover Letter, Resume/CV

Job Category Research Services

Primary Location Denver

Department: U0001 -- DENVER & ANSCHUTZ MED CAMPUS - 30071 - CEDC-Dean of Engineering

Schedule Full-time

Posting Date Oct 2, 2023, 2:03:29 PM

Unposting Date Ongoing

Position Number: 00810914