

## **THE UNIVERSITY OF WYOMING JOB DESCRIPTION**

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: [UW Human Resources](#).

*The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.*

**Title:** GRANT COORDINATOR

**Reports To:** Designated Supervisor

**UW Job Code:** 7340

**UW Job Family:** 3G – Research/Educational Services

**SOC Code:** 13-2099

**FLSA:** Exempt

**Pay Grade:** 22

**Date:** 7-15-21

### **JOB PURPOSE:**

At the department level, provide administrative and technical guidance and support to faculty and staff seeking outside funding for research, public service, and special sponsored institutional projects. Research and interpret relevant regulations, guidelines, and standards, and oversee the processing of grants and/or awards.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Guide and facilitate faculty and staff in the development and preparation of research proposals, awards, and agreements, including budgets, documentation, and interpretation of funding requirements.
- Analyze and evaluate grant budgets for correct calculation of expenditure categories such as salaries, percent of effort, salary adjustment increases, fringe benefits, indirect costs, materials, and equipment.
- Assist in the formulation of processes and procedures for negotiation of contract and grant pre-awards and post-awards to meet university requirements; research appropriate federal, state, and local requirements to facilitate compliance by all parties; assist in arbitration and resolution of conflicting interests, as necessary.
- Coordinate receipt of awards and contract documentation; maintain proposal and funding records in database systems, and prepare scheduled and special reports, studies and analyses.
- Identify and pursue funding opportunities that will facilitate growth in interdisciplinary research.
- Perform some public relations duties pertaining to grants and research successes.

### **SUPPLEMENTAL FUNCTIONS:**

- Perform miscellaneous job-related duties as assigned.
- Attend and participate in training and other professional development activity.

- Participate in performance-related goal setting and achievement to meet personal and organizational goals and objectives.

### **COMPETENCIES:**

- Integrity
- Strategic Planning
- Work Prioritization & Management
- Consistency
- Analysis/Problem Identification
- Individual Leadership

### **MINIMUM QUALIFICATIONS:**

Education: **Bachelor's degree**

Experience: **3 years work-related experience**

Required licensure, certification, registration or other requirements: **None**

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of:

- Institutional funding principles, methods, procedures, and resources.
- Marketing principles, methods, and techniques.
- Database applications and design in records maintenance and project management.
- Budget planning, management, and reporting for large federal grants.
- Supervisory practices including hiring, training, supervision, and evaluation.
- Academic and career advising principles and procedures.
- Academic, personal, and social needs of disadvantaged students.

Skills and Abilities to:

- Coordinate large-scale and complex events.
- Design and deliver academic activities and programs to disadvantaged students.
- Develop and present educational programs and workshops and lead large group meetings.
- Develop cooperative relationships with community organizations and school personnel.
- Operate under multiple deadlines.
- Supervise and train assigned staff including organizing, prioritizing, and scheduling work assignments.
- Write and manage successfully funded federal Department of Education or other federal grants.
- Communicate effectively, both orally and in writing, with a wide range of constituencies.
- Analyze data including simple statistics and draw conclusions based on outcomes.
- Perform program assessments and prepare comprehensive project reports for diverse audiences and purposes.

- Develop and implement standardized procedures for completing advanced administrative tasks.
- Meet deadlines and manage project timelines and priorities.
- Work as a team member and foster a cooperative work environment.
- Proficiently use Microsoft software including Word, Excel, Publisher, Access, and Outlook.

**WORKING CONDITIONS:**

No major sources of discomfort, standard office environment.

Authorized by Classification/Compensation, Human Resources

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act (exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.