

Job Code:..... 101415
Position#:..(PSA)..(E) 8398
Developed by:..... RW
Reviewed by:.....SG; DLJ
Approved by:.....LK
Date:..... 12/19; 05/24

UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Coordinator, College of Engineering/Research & Outreach
DIVISION: Academic Affairs (College of Engineering)
REPORTS TO: Dean/Associate Dean, Research
GRADE: 9
SUPERVISES: Support staff as assigned

BASIC FUNCTION:

Assist the Associate Dean of Research in the College of Engineering (COE) and administrators with programmatic, administrative, and operational functions of COE grants and other related research and outreach programs. Responsible for coordinating the research budgeting and support services of all COE grants and, including but not limited to, NIUVT and other federal related programs. Manage all business and fiscal operations, including the supervision of any clerical support staff. Serve as fiscal and administrative liaison to several federal agencies. Develop protocols and systems to track current grants. Coordinate the renewal process for the research group's grants and contracts.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Serve as principal coordinator of pre award activity for all COE grants and contracts.

Assist the College of Engineering Associate Dean of Research in the preparation and submission of federal, state, and internal programmatic reports as directed.

Assist the College of Engineering Associate Dean of Research in all administrative aspects, such as but not limited to; travel, expenses, purchases, meetings, etc.

Coordinate and oversee incremental funding for the multi-year and multi-institutional research projects.

Serve as official liaison between URI and Sponsored Projects, PIs, and Agencies.

Coordinate and manage sub-awards.

Interpret and apply rules, policies, and regulations pertaining to State and Federal funding agencies.

Provide and interpret income and expense analyses.

Utilize Web-based reporting and grant submittal systems.

Coordinate and initiate the renewal process for research grants and contracts.

Assist in all phases of proposal preparation for federal, state and foundation grants and contracts. Develop detailed budgets for proposals based on recruitment from funding agencies including DOE, DOD, NASA, NIH, NSF, and others.

Prepare correspondence to various funding agencies, both written documentation and verbal communication.

Develop protocols to monitor research grants and to predict future financial requirements.

Reconcile monthly financial statements using on-line Web-based financial reporting systems.

Assist in the preparation of scientific publications and technical reports.

OTHER DUTIES AND RESPONSIBILITIES:

Prepare and assist in all phases of domestic and foreign travel arrangements.

Initiate and prepare various personnel action forms.

Organize workshops and other special events.

Edit proposals to ensure correct grammar usage.

Additional duties as required.

LICENSES, TOOLS, AND EQUIPMENT:

Personal computers, printers, and word processing, database management, and spreadsheet software. Microsoft Office. Fastlane, Cayuse.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Bachelor's degree; Minimum three years of business management experience in a research setting at a university, college, or government agency; Demonstrated experience in budget preparation and income & expense analysis; Demonstrated experience managing federal research grants and contracts; Demonstrated computer skills (including, Microsoft Office, web-based reporting, word processing and electronic mail systems); Demonstrated ability to manage financial projects in a deadline-driven, fast-paced environment; Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency in written communication skills; Demonstrated experience managing research grants in a state facility; Demonstrated experience with NIH, NSF and ONR NIUVT proposal guidelines and procedures (including Fastlane and/or Cayuse); and, Demonstrated ability to work with diverse groups/populations.

PREFERRED: Demonstrated working knowledge of RI State regulations and guidelines; and, Demonstrated working knowledge of engineering.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.