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Developed by:.GW; BK
Reviewed by: LK; DLJ
Approved by:. . . LK
Date:7/07;6/17;3/28/23

UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Coordinator, College of Arts and Sciences/Research Support and Outreach

DIVISION: Academic Affairs (College of Arts and Sciences)

REPORTS TO: Dean, Associate Dean

GRADE: 10

SUPERVISES: Support staff as assigned

BASIC FUNCTION:

Lead the College of Arts and Sciences' (CAS) activities relating to obtaining and administering external grants and sponsored projects. Primarily focus on the pre-award period but have responsibilities across the research life cycle. Conduct trainings in submitting proposals; assist in proposal creation and submission in CAS. Lead the promotion of funding opportunities. Along with the Business Manager, help manage administrative support functions (overhead and research funds) for CAS and its units including the following: budget monitoring, compliance and forecasting, and development of online reporting.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Lead the development of a comprehensive plan to support external funding throughout the college and oversee program planning, priority setting and outcome assessments.

Assist CAS faculty in the development of components of proposals, including budgets and overhead forms, and in submitting proposals through the pre-award routing systems.

Identify and disseminate targeted funding opportunities throughout CAS and lead the establishment of faculty teams for these opportunities when needed.

Train faculty and staff in grant proposal submittal systems, online reporting, and other grant life cycle activities.

Lead the development and maintenance of online college materials that support external funding throughout the college.

Manage compliance monitoring, stay informed about, and interpret federal, state, college, and university policies for all grant-related areas.

Monitor grants, both pre- and post-award. Advise faculty and staff in the fiscal administration of their awards.

Review grant proposals, with the Associate Dean, as part of the college approval process.

Prepare and submit federal, state, and internal programmatic reports as directed.

Collect and manage data regarding faculty research activity in relation to external funding and create annual reports summarizing these activities.

OTHER DUTIES AND RESPONSIBILITIES:

Promote the visibility of excellence in research, scholarship, and creative works.

Collaborate with faculty to increase outside funding across all disciplines.

Represent the College on institutional committees, at assigned University functions, and at designated events.

Perform additional related duties as required.

LICENSES, TOOLS, AND EQUIPMENT:

Personal computers, printers, and word processing, database management, and spreadsheet software. Microsoft Office. Peoplesoft. Research.gov/Fastlane. InfoEd.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Bachelor's degree; Minimum three years of business, financial, or grant management in a research setting at a university or college or at a research intensive institution (e.g. NOAA, NSF, or Lifespan Medical Research); Demonstrated experience in budget preparation; Demonstrated working knowledge of research life cycle, proposal components, and submission systems (i.e., Research.gov, Fastlane, and/or InfoEd); Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency in written communication skills; Demonstrated service-orientation skills; Demonstrated computer skills (i.e., Microsoft Office Suite, spreadsheets and formulas, Google suite, data visualization software such as PowerBI or Tableau, and Adobe); and, Demonstrated ability to work with diverse groups/populations.

PREFERRED: Demonstrated ability to work with faculty members from all academic disciplines to support competitive funding proposals; and, Demonstrated experience with online accounting systems (i.e., PeopleSoft, etc.)

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