

Job Code: 101549  
Position#:(PSA). (E)  
Developed by: CCM  
Reviewed by: DLJ  
Approved by: LK  
Date:3/22; 09/19/23

**UNIVERSITY OF RHODE ISLAND**  
**Position Description**

**TITLE:** Specialist, Grants & Contracts (Pharmacy)  
**DIVISION:** Academic Affairs - College of Pharmacy (COP)  
**REPORTS TO:** College of Pharmacy Business Manager  
**GRADE:** 11  
**SUPERVISES:** Support Staff (SRGAs), graduate and undergraduate students,  
research fellows

**BASIC FUNCTION:**

Work with the Director and Business Manager, College and research administrators, and Research Faculty to coordinate research support operations and activities within the COP. Provide critical analysis of financial research data for use by the Dean, Director, and the Research Committees. Assist with research committees within the COP.

Coordinate pre- and post-award programmatic and administrative support functions for funded projects, which include but are not limited to: Proposal preparation and review assistance; data collection, compilation, and report submission, required federal and state programmatic reporting, data base development and management, program monitoring, regulatory compliance, on-line award management, budgets, and office management.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Work with Business Manager and Principal Investigators to provide support related services for the execution of grant funding research endeavors including grant submissions and the monitoring of awarded funds.

Liaise between department staff, affiliated research faculty, and Sponsored Projects supporting them in a variety of activities related to the implementation of their project both pre- and post-award. Liaise with external sponsors and funding agencies when appropriate.

Assist in the preparation of financial reports and college-related research data analyses as assigned.

Provide coordination of financial matters pertaining to administration of COP research budgets and reconciling them with their approved goals and objectives.

Monitor assigned accounts and maintain accurate financial records utilizing the PeopleSoft system. Provide regular project budget data for PIs as necessary.

Prepare and maintain Excel spreadsheets for financial reporting and analysis where necessary.

Assist in preparation of on-line reports per funding agency(s) requirements and guidelines.

Assist in the organization of research and grant-related workshops and other special events where appropriate.

Assist in the management and assembly of grant and contract submissions.

Compile information on research-related programs and activities, and draft for Website publication.

Analyze statistical trends in research activities.

Supervise and coordinate the work of subordinates, including students.

**OTHER DUTIES AND RESPONSIBILITIES:**

Perform other duties as required.

**LICENSES, TOOLS, AND EQUIPMENT:**

Personal computers, printers; word processing, database management, and spreadsheet software; InfoEd and other grant preparation software.

**ENVIRONMENTAL CONDITIONS:**

The incumbent is not substantially exposed to adverse environmental conditions.

**QUALIFICATIONS:**

**REQUIRED:** Bachelor's degree; Minimum of three years of academic, finance, research, business and/or public administration experience in a complex setting; Demonstrated experience with grant or research administration; Demonstrated experience in reporting to funding agencies; Demonstrated experience with analyzing large data sets; Demonstrated experience managing multiple, large grants; Demonstrated experience managing large financial resources and budgets; Demonstrated computer experience (including research and enterprise software); Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency in written communication skills; Demonstrated presentation skills; Demonstrated supervisory experience; Demonstrated organizational skills; Demonstrated ability to multitask in a fast-paced environment; Demonstrated ability to work with minimal supervision; Demonstrated ability to balance multiple priorities; Demonstrated ability to interpret institutional policies, plans, objectives, rules, and regulations and communicate the interpretation to others; and Demonstrated ability to work with diverse groups/populations.

**PREFERRED:** Demonstrated manager or coordinator experience in a complex, clinical and/or academic research setting; Demonstrated experience in a higher education setting; and, Demonstrated experience using both InfoEd and PeopleSoft software (including human resources and financials modules.)

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