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UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: Coordinator, Institute for Immunology & Informatics (iCubed)
DIVISION: Academic Affairs (CELS: CMB)
REPORTS TO: Associate Director, iCubed
GRADE: 7
SUPERVISES: Clerical staff and student workers as required

BASIC FUNCTION:

Assist with the coordination of the administrative and operational business of the iCubed Center. Under minimal supervision, carry out program coordination duties necessary for the efficient functioning of the Institute. Assist Principal Investigators with proposal preparation and implementation of the Center's research grants.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Interpret and apply rules, policies, and regulations pertaining to state and federal funding agencies. Oversee the renewal process for the Center's grants and contracts, ensuring all necessary documentation is completed and filed in a timely manner to avoid any lapse in program execution. Coordinate the preparation and submission of federal and state proposals and reports.

Manage the collaboration of principal investigators and staff in writing proposals including organizing, facilitating, and documenting project meetings.

Ensure bio-sketches, facilities page, etc., are kept current.

Coordinate, within established schedule constraints, the submission process of application via electronic submission or other.

Serve as primary point of contact for all sub-contract agreements.

Prepare letters of support, cover letters, and other ancillary documents.

Edit proposals for readability, consistency, and format.

Assist principal investigators in the preparation of grant budgets and closeout reports, ensuring adherence to all reporting content requirements, deadlines, and approvals.

Perform searches for extramural funding, including monitoring Grants.gov for funding opportunities. In addition, monitor websites of major federal funding agencies for new developments regarding grant making.

Organize and manage, with the Associate Director, the design, content development, and execution of the Center's many educational programs and institutional meetings. Assist with large conference coordination, training program coordination, and communication functions.

Cross train and assist administrative team members with work overflows in areas including, but not limited to, purchasing, hiring, etc.

OTHER DUTIES AND RESPONSIBILITIES:

Communicate and interface frequently and effectively with campus faculty and staff, governmental agencies, professional organizations and outside agencies.

Exercise flexibility, performing additional duties as required.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers, printers; Microsoft Office Suite (Word, Excel, Access, Adobe, PowerPoint, Outlook); Cayuse.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: (1) Bachelor's degree; (2) a minimum of two years' experience working with federal grants including proposal preparation/submission; (3) a demonstrated ability to carry out careful and accurate work in an administrative environment; (4) demonstrated competency with EXCEL and budgets; (5) demonstrated ability to be detail-oriented; (6) demonstrated ability to be accurate; (7) demonstrated ability to meet deadlines; (8) demonstrated oral and written communication skills; (9) strong interpersonal skills, including demonstrated ability to communicate and interface with a variety of constituencies and diverse stakeholders; (10) ability to interpret institutional policies and regulations; (11) ability to multitask in a fast-paced environment.

PREFERRED: (1) **Demonstrated** experience working with NIH grant administration; (2) demonstrated experience with People Soft, Cayuse, eRA Commons; (3) Demonstrated experience with website administration and social media communications; (4) demonstrated experience researching and identifying new funding sources.

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