

Class Code:.....0895D  
Position #:(PSA).....  
Developed by:.....SG  
Reviewed by:.....  
Approved by:.....  
Date:.....4/04; 09/06

UNIVERSITY OF RHODE ISLAND  
Position Description

**TITLE:** Specialist, Grants & Contracts  
**DIVISION:** Academic Affairs (Research Office)  
**REPORTS TO:** Director, Sponsored Projects Review  
**GRADE:** 8  
**SUPERVISES:** Support Staff

**BASIC FUNCTION:**

Work with the Director of Research Development to manage and coordinate research development operations and activities. Provide critical analysis of data for use by the Director and Vice Provost for Graduate Studies, Research and Outreach. Coordinate research-related committee activities.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

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 workshops and other special events. Write and submit material for the department's newsletter.

Edit proposals to ensure correct grammar usage.

Assist the Director with the administration of the Council for Research. Share correspondence responsibilities with the Director and Chair, and manage the Council's listserv. Advise the Council on eligibility of applicants and conformity to guidelines. Track and report on proposal outcomes.

Research and write reports as requested by the Director and Vice Provost.

Manage submissions to Career Enhancement and Proposal Development grants programs.

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

Draft research-related news for internal and public dissemination. Gather information and write materials for reports related to research and other sponsored activities at the University, both for institutional use and for public relations purposes.

Analyze statistical trends in research activities.

**OTHER DUTIES AND RESPONSIBILITIES:**

Supervise student workers.

Perform other duties as required.

**LICENSES, TOOLS AND EQUIPMENT:**

Personal computers, printers and word processing, database management and spreadsheet software.

**ENVIRONMENTAL CONDITIONS:**

This position is not substantially exposed to adverse environmental conditions.

**QUALIFICATIONS:**

Required: Bachelor's degree; a minimum of three years of experience working with federal grants, which includes two or more of the following: familiarity with federal agency funding mechanisms; proposal preparation; proposal review and approval process; identification of funding sources; grants administration. Also required: familiarity with office computers and software; demonstrated ability to be detail-oriented, accurate and to meet deadlines; demonstrated oral and written communication skills; strong interpersonal skills, including demonstrated ability to be tactful with a variety of constituencies.

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