

Job Code:.....101352
Position#:.. (PSA) (NE) 6156
Developed by:.....KM
Reviewed by:.....DLJ
Approved by:.....LK
Date:.....02/19

UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: Coordinator, Institute for Integrated Health and Innovation
DIVISION: Academic Affairs (Academic Health Collaborative: IIHI)
REPORTS TO: Director, IIHI
GRADE: 8
SUPERVISES: Clerical staff and student workers as required

BASIC FUNCTION:

Assist with the coordination of the administrative and operational business of the Institute for Integrated Health and Innovation. 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 research grants.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Interpret and apply rules, policies, and regulations pertaining to state and federal funding agencies.

Coordinate the operational management of the Mobile Integrated Health Unit, a 37 foot mobile unit, including related procurement, maintenance, and scheduling.

Coordinate, within established schedule constraints, the submission process of application of federal and state proposals via electronic submission or other through coordination with the Associate Director.

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

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

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

Manage human resources activities (hiring, employee action forms) within the Institute.

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

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Bachelor's degree; Minimum of two years' experience working with federal grants including budget monitoring and reports; Demonstrated experience with Excel and budgets; Demonstrated experience with PeopleSoft and Cayuse; Demonstrated attention to detail and ability to meet deadlines; Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency in written communication skills; Demonstrated ability to interpret institutional policies and regulations; Demonstrated ability to multitask in a fast-paced environment; and, Demonstrated ability to work with diverse groups/populations.

PREFERRED: Demonstrated experience working with federal (NIH/NSF) grant administration; Demonstrated experience working with principal investigators with multiple, concurrent funded projects for planning and budgetary purposes; Demonstrated experience working with State agency funding and reporting; and, Demonstrated experience working with large vehicle operation and maintenance.

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