

JOB INFORMATION

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| Job Code | HC30B |
| Job Description Title | Admstr II, Proposal Services |
| Pay Grade | RE06 |
| Range Minimum | \$40,200 |
| 33rd % | \$46,900 |
| Range Midpoint | \$50,250 |
| 67th % | \$53,600 |
| Range Maximum | \$60,300 |
| Exemption Status | Exempt |
| Approved Date: | 1/1/1900 12:00:00 AM |
| Legacy Date Last Edited | 3/30/2015 |

JOB FAMILY AND FUNCTION

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|---------------|----------------------|
| Job Family: | Research |
| Job Function: | Research Development |

JOB SUMMARY

Provides support at the central level for extramural projects to include proposal development assistance, maintains and provides various research resources and information for faculty and staff, implementation and coordination of training and engagement programs, and coordinates activities related to the internal grants, awards, and incentive programs of the Office of the Vice President for Research and Economic Development.

RESPONSIBILITIES

- Evaluates incoming web-based and hard copy research and development opportunities and distributes to appropriate faculty and staff.
- Advises faculty and staff on appropriate research resources to identify potential sources of program support.
- Assists in the administration of education programs to implement regulations, policies and procedures for faculty, staff, and students including fostering the development of grantmanship skills of faculty researchers at all levels assuring consistency with institutional research and training goals.
- Assists with the coordination of and participates in various engagement activities of the office including facilitation support for various meetings and committees.
- Responsible for assisting faculty in generating effective and fundable extramural proposals through the facilitation of the proposal process from pre-RFP activities through all stages of proposal conceptual development.

SUPERVISORY RESPONSIBILITIES

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|----------------------------|---|
| Supervisory Responsibility | May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees. |
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MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

| Education Level | Focus of Education | | Years of Experience | Focus of Experience | |
|-------------------|--|-----|---------------------|--|--|
| Bachelor's Degree | In Business Administration, Public Administration, various Sciences, Engineering, Communications, English or related field | And | 2 years of | Experience in sponsored programs administration and/or proposal development. | |

Substitutions Allowed for Experience: Yes

Substitution allowed for Experience: When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knows and applies fundamental concepts, practices, and procedures of particular field of specialization, with awareness of related fields.

MINIMUM LICENSES & CERTIFICATIONS

| Licenses/Certifications | Licenses/Certification Details | Time Frame | Required/Desired | |
|-------------------------|--------------------------------|------------|------------------|--|
| None Required. | | | | |

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category: Other

PHYSICAL DEMANDS

| Physical Demand | Never | Rarely | Occasionally | Frequently | Constantly | Weight |
|-------------------------------|-------|--------|--------------|------------|------------|--------|
| Standing | | | X | | | |
| Walking | | | X | | | |
| Sitting | | | | | X | |
| Lifting | X | | | | | |
| Climbing | | X | | | | |
| Stooping/ Kneeling/ Crouching | | X | | | | |
| Reaching | | | X | | | |
| Talking | | | | | X | |
| Hearing | | | | | X | |
| Repetitive Motions | | | X | | | |
| Eye/Hand/Foot Coordination | | | X | | | |

WORKING ENVIRONMENT

| Working Condition | Never | Rarely | Occasionally | Frequently | Constantly |
|-------------------|-------|--------|--------------|------------|------------|
| Extreme cold | | | X | | |
| Extreme heat | | | X | | |
| Humidity | | | X | | |

WORKING ENVIRONMENT

| Working Condition | Never | Rarely | Occasionally | Frequently | Constantly |
|------------------------|-------|--------|--------------|------------|------------|
| Wet | | | X | | |
| Noise | | | X | | |
| Hazards | | | X | | |
| Temperature Change | | | X | | |
| Atmospheric Conditions | | | X | | |
| Vibration | | | X | | |

Vision Requirements:
Ability to see information in print and/or electronically.