



**JOB INFORMATION**

|                         |                             |
|-------------------------|-----------------------------|
| Job Code                | HC45                        |
| Job Description Title   | Dir, Proposal Svs & Fac Sup |
| Pay Grade               | RE14                        |
| Range Minimum           | \$111,580                   |
| 33rd %                  | \$148,770                   |
| Range Midpoint          | \$167,370                   |
| 67th %                  | \$185,960                   |
| Range Maximum           | \$223,150                   |
| Exemption Status        | Exempt                      |
| Approved Date:          | 1/1/1900 12:00:00 AM        |
| Legacy Date Last Edited | 4/7/2015                    |

**JOB FAMILY AND FUNCTION**

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

**JOB SUMMARY**

Directs and oversees all proposal services and faculty support to include but not limited to functions and operations of the department designed to assist faculty and staff in proposal development, grant training and coordination, and communication.

**RESPONSIBILITIES**

- Provides proposal management and authoritative guidance to faculty and staff.
- Directs the development of various educational methodologies designed to support faculty and staff in writing and developing proposals.
- Develops a broad-range of tools and professional development opportunities designed to enhance the success of faculty and staff with discovering funding opportunities, proposal writings, and funding strategies.
- Provides management oversight, supervision, and direction to the professional and support staff that assists and administers proposal and contract and grant training.
- Oversees the budget, budget process, and manages the professional development for the department.
- Directs the work of others to produce and keep up-to-date a policies and procedures manual and ensures such policies and procedures are consistently applied.
- Oversees the funding opportunities and website support services for faculty and staff.
- Facilities and/or participates in various engagement meetings/activities.

**SUPERVISORY RESPONSIBILITIES**

|                            |   |
|----------------------------|---|
| Supervisory Responsibility | Supervises others with full supervisory responsibility. |
|----------------------------|---|

**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  |  |
|-----------------|--|-----|---------------------|--|--|
| Master's Degree | In Business Administration, Education Administration, Law, Political Science, Engineering, or related field. | And | 7 years of          | Experience in contracts and grants management and federal regulations. |  |

|                                      |     |
|--------------------------------------|-----|
| 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

Knowledge of contracts and grants administration, proposal submission, federal agency regulations, teaching methodologies, university policies and procedures, and accounting concepts.

## 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      |              |            |            |
| Wet               |       | X      |              |            |            |

## WORKING ENVIRONMENT

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

### **Vision Requirements:**

Ability to see information in print and/or electronically.