



JOB DESCRIPTION

Coordinator for Grant Writing and External Funding Assistance

FLSA: Exempt

Position #100333

Grade 8

Cost Center: APRA 13000

Worker's Comp Code: 8810

ESSENTIAL FUNCTION

The Coordinator for Grant Writing will be responsible for grant writing, grant opportunity research and dissemination and providing technical assistance to faculty and staff on State System campuses, as well as staff within the State Regents' agency, related to grant seeking. **This is a half-time position.**

RESPONSIBILITIES AND DUTIES

- Responsible for monitoring, compliance, and updating the agency grant policy.
- Performing grant writing and grant assistance functions for agency staff in Core, OGSLP and OneNet, as well as for institutional faculty and/or staff grant writers in State System institutions as assigned and serve as liaison to the Agency Authorized Organizational Representative (AOR) ensuring compliance with all federal grant guidelines.
- Providing grant writing workshops and/or technical assistance for agency and campus staff as assigned, including training and test preparation for the Certified Research Administrator credential;
- Providing agency staff with basic data research to support the writing of grant proposals as assigned and serve as liaison for EPSCoR, INBRE, and OCAST as requested;
- Serve as liaison to the Council on Grantsmanship and Research (CGR), the Committee on the Advancement of Grants (community colleges), the Undergraduate Research Council, and conference planning groups related to grantsmanship.
- Performing research of relevant federal and private funder databases for appropriate research and programmatic external funding opportunities for the agency and for State System institutions;
- Compiling grant opportunities into a weekly or bi-weekly funding opportunity update for electronic dissemination;
- Serve as the staff support for the State Regents Oklahoma Journal of Undergraduate Research and affiliated activities.
- Drafting support letters for faculty and staff-led grant proposals in State System and Independent institutions for the Chancellor's review;
- Drafting other correspondence as assigned;
- Other similar duties as assigned.

MINIMUM QUALIFICATIONS

The successful candidate will have a minimum master's degree with at least three (3) years' experience in areas relevant to grant writing and/or sponsored program management. This position will require a high

level of integrity, excellent writing skills, technical writing ability, experience in accountability for external funds, and the ability to communicate well with grant teams. Some travel required. **This is a half-time position.**

PREFERRED QUALIFICATIONS

Certified Research Administrator credential and experience with federal and foundation databases is desired, as is expertise with electronic grant writing and management systems.

PHYSICAL REQUIREMENTS

Ability to sit and stand for extended periods of time. Exhibit manual dexterity and hand-eye coordination to operate a computer, keyboard, photocopier, telephone, calculator and other office equipment. Ability to see and read a computer screen and printed material with or without vision aids. Ability to hear and understand speech at normal levels, with or without aids. Ability to communicate clearly. Physical ability to lift up to 25 pounds, to bend, stoop, climb stairs, walk and reach. Must use the proper manual handling equipment including but not limited to dollies, carts and lift team members. Duties are normally performed in an office environment with a moderate noise level.

SUPERVISION

The employee performs work under the supervision of the Vice Chancellor for Academic and Student Affairs.