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url	jobs.uco.edu/applicants/Central?quickFind=76113
Position Title	Coordinator Grants
Requisition Number	RE2632
Position Number	996853
College Information	
Position Summary	Assist with coordinating, reviewing, and processing contracts & grant proposal submissions from University faculty within the business unit and ensures compliance with faculty commitment and budgeting. Assist with budget files and financial records of contracts, grants awards. May prepare, process, and code documents for financial transactions. May settle disputes with vendors.
Department Specific Duties and Responsibilities:	<p>Provides customer service to departments, employees, students, and/or general public.</p> <p>May coordinate special projects for department.</p> <p>May serve on university committees.</p> <p>Manages all aspects of the Office of Research & Grants On-Campus Grant Programs.</p> <p>Performs reconciliations regularly on all On-Campus grants and E&G accounts.</p> <p>Coordinates continuing education in granting-writing and grantsmanship for faculty and staff.</p> <p>Computes, classifies, and records numerical data to keep financial records complete for multiple grant projects. Assists in the preparation of the Dean's report.</p> <p>Performs any combination of routine calculation, posting and verifying duties to obtain primary financial data for use in maintaining accounting records.</p> <p>Acts as the Authorized Organizational Representative for the University of Central Oklahoma to submit all Federal grants electronically.</p> <p>Acts as a liaison between the Office of Research & Grants and other academic colleges.</p> <p>Assists faculty and staff with all aspects of electronic research administration, including electronic grant submission and reporting.</p> <p>Assists with Event and Workshop Planning sponsored by the department.</p> <p>Works with Interested faculty to help find funding opportunities.</p> <p>Assists faculty and staff to create effective grant budgets.</p> <p>Communicates and assists faculty and administrators on University policy matters.</p> <p>Performs other duties as assigned</p> <p>Scope/Supervision: Reports to the Assistant Vice President of Research & Grants</p> <p>Works under minimal supervision with some latitude for independent judgment</p> <p>This position may train and supervise student employees</p>
Qualifications	<p>Qualifications/Knowledge/Experience Required: Requires bachelor's degree in related field and 3+ years of experience in discipline or equivalent combination of education and experience.</p> <p>Requires moderate skill sets and developing proficiency within discipline.</p> <p>Qualifications/Knowledge/Experience Preferred: Three years of grant management experience in an academic environment.</p> <p>A successful record of developing and preparing proposals and obtaining grants.</p> <p>Computer experience using word processing (preferably Word and Word Perfect), Excel and Access.</p> <p>Master's degree.</p>
Knowledge, Skills and Abilities:	<p>Responsibilities/Skills/Competencies: Ability to work with others as a team member.</p> <p>Willingness to perform under deadlines.</p> <p>Superior skills in oral and written communications.</p> <p>Ability to seek out funding opportunities and stimulate grant production.</p>

Physical demands: Repetitive movement of hands and fingers, typing and/or writing. Frequent standing, and/or sitting. Occasional walking, stooping, kneeling or crouching. Reach with hands and arms. Visually identify, observe and assess. Talk and hear.

Work environment: The noise level in the work environment is usually moderate.

Off-Campus Agency	No Response
Recommended Salary	\$42,105 - \$45,033 annually
Job Open Date	01-17-2014
<u>Preference Date</u>	01-27-2014
Job Category	Professional
Job Type	Full-Time
Eligible for Benefits	Yes
Hours of Work (Staff or Student Positions Only)	8:00 AM - 5:00 PM
Regular Workdays (Staff or Student Positions Only)	Monday - Friday
Hours Per Week (Staff or Student Positions Only)	40
Weeks Per Year (Staff or Student Positions Only)	52