Grants Specialist I (0625)

**Basic Purpose/Job Function:** Developing, preparing, editing, budgeting and processing proposals, grants or contracts.

**Examples of Titles Replaced:** Proposal Development Specialist; Coordinator, Sponsored Programs; Compliance Officer; Senior Compliance Officer

**Typical Functions May Include:**

1. Developing, auditing and reviewing grant proposals and contracts
2. Performing grant, contract or subcontract preparation, negotiation and acceptance
3. Coordinating administration of sponsored programs to include post award (non-fiscal) administration, subcontract requests, administrative services to project directors and closeouts/terminations of grants and contracts
4. Providing expertise and counseling in the areas of sponsor trends, funding opportunities, allowable costs, budget preparation, oversight and applicable guidelines
5. Drafting correspondence or preparing paperwork as necessary to accept, modify or reject grants and contracts; establishing and maintaining related files
6. Contacts awarding agencies to verify status of proposals or obtain information and responds to requests from awarding agencies
7. Preparing and coordinating the submission of reports
8. Stimulating and encouraging proposal activity by making direct contacts and distributing relevant information
9. Assuring compliance to terms and conditions of monetary awards
10. May develop and maintain database information
11. Performing other related duties as assigned

**Risk Management:** Uses established safety practices to protect the health and safety of personnel and property.

**Supervision of Others:** May serve as lead employee or supervise a small staff.

**Supervision Received:** Receives general supervision from designated supervisor.
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Minimum Qualifications:

- **Education**: Bachelor’s Degree  
  **Type**: Determined by department

- **Experience**: 0 - 24 months  
  **Type**: Contract and grant experience, proposal development or sponsored research development/administration

- **Skills**: Effective oral and written communication, familiarity with computers, knowledge of computer software, ability to work independently and good organizational skills

- **Special Requirements**: Frequent exposure to pressure caused by deadlines and busy periods; may be required to travel; requires contact with other departments and university officials

- **Licenses**: Determined by the nature of the position and/or department

- **Certifications**: Determined by the nature of the position and/or department

Minimum requirements may be met by an equivalent combination of education and experience, unless otherwise designated in writing by the department.

Departments are responsible for site-specific job descriptions.