



STAFF VACANCY

EEO# RD 46-16

POSITION: **Research Grants Development Specialist**
Office of Research and Sponsored Programs

The Office of Research and Sponsored Programs is responsible for assisting faculty and other university researchers in the preparation and submission of proposals for research and sponsored programs at the University of Louisiana at Lafayette.

RESPONSIBILITIES: Under the direction of the Office of Research and Sponsored Programs (ORSP), this position will work with faculty and staff in the proactive development of research opportunities and research proposals. Duties include assisting in the development and expansion of ideas, facilitating the development of proposals for external funding, and disseminating information about funding opportunities to the campus community as well as the planning and coordination of limited submission programs.

Specific duties include:

- Working with faculty and staff to identify external support sources for scholarly activities and develop strategies and ideas.
- Providing advanced professional skills in developing and coordinating the submission of grants and contract proposals to foundations, corporations, and government agencies.
- Researching, writing and coordinating proposals to secure grant funding and contracts compliant with agency priorities and guidelines.
- Coordinating resources and personnel in order to develop highly competitive research proposals.
- Creating and editing proposals; reviewing budgets; and tracking proposals through submission and agency review process.
- Coordinating receipt of proposal documentation from both internal and external offices and organizations (i.e., letter of support, quotes, etc.)
- Forming multidisciplinary and/or collaborative research teams.
- Developing and maintaining relationships with faculty, staff and outside funding agencies.
- Writing institutional/college templates for use by research investigators.

In addition to the above described duties, the Research Grants Development Specialist will review proposals for effectiveness and compliance with funding agency and university guidelines prior to submission, as needed, as well as complete other duties assigned.

QUALIFICATIONS: Bachelor's degree (master's preferred). Experience with proposal preparation and budgets required. Other qualifications include: excellent communication and organization skills, good judgment, mindset for facilitation, collaborative problem solving, and maintenance of confidentiality. Strong computer proficiency with Microsoft Office applications is required. Proven ability to manage multiple priorities and meet deadlines is required. Minimum of three (3) years prior grant writing or technical writing experience and/or experience working within a sponsored programs office. Five (5) years of work experience in proposal preparation and budgeting and/or



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post-award management in a professional setting may substitute for the required bachelor's degree; and, seven (7) years of work experience will be considered equivalent to a Master's degree.

ENVIRONMENT: The mission of the University of Louisiana at Lafayette is to offer exceptional education informed by diverse world views striving to develop innovative leaders who advance knowledge. The Southern Association of Colleges and Schools Commission on Colleges accredits the University, which offers undergraduate and graduate degrees in the arts, sciences, and professional programs. The University is a public research university with high research activity, an enrollment of over 18,000 students and 800 faculty members. UL Lafayette is the largest of nine universities in the University of Louisiana System. The University offers degree programs in 55 undergraduate disciplines, 15 post-bachelor certificates, seven graduate certificates, the master's degree in 28 disciplines and the doctorate in 10 disciplines. UL Lafayette consists of nine degree-granting units: Arts, B.I. Moody III College of Business Administration, Education, Engineering, Graduate School, Liberal Arts, Nursing and Allied Health Professions, Ray P. Authement College of Sciences, and University College. Additional information about the University is available on the University's webpage at <http://louisiana.edu/>

SALARY: Commensurate with qualifications and experience.

APPLICATIONS: The search committee will review applications starting immediately and continue until the position is filled. Candidates should send a letter of intent, curriculum vitae/resume, and contact information of at least four references. Applications should be sent to:

Research Grants Development Position

University of Louisiana at Lafayette

PO Box 43610 Lafayette, LA 70504

orsp@louisiana.edu

Review of applications will begin immediately and continue until the position is filled.