



# STAFF VACANCY

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EEO# RD 47-16

**POSITION:** **College Research Coordinator**  
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), and working in concert with Sponsored Programs Finance Administration and Compliance (SPFAC), this position will work with the Deans, Department Heads and Faculty of colleges assigned to this individual to manage and coordinate proposal development, explore new funding opportunities, and pre-award management. This position is expected to play a major role in the expansion of the Colleges' externally funded research program to assist in meeting the strategic research goals of the University. This position is expected to compile the Colleges' metrics with regard to these goals on a Quarterly basis.

Specific duties include assisting in the development of research proposals and responding to opportunities for funding from federal, state and industry sponsors; acting as research administrator for research projects performing pre-award administration consistent with direction of the university administration; assisting principal investigators/project directors with preparing and developing proposals, work plans, and budgets and ensuring that proposals as well as funded projects are compliant with all applicable rules and regulations. Serving as an extension of ORSP staff embedded within academic units, this position is expected to achieve a greater degree and depth of understanding of faculty research interests and aspirations. The individual is expected to maintain constant communication with ORSP staff at the university, and receive training on evolving processes related to research management.

**QUALIFICATIONS:** Bachelor's degree (master's preferred) in science, engineering, business, liberal arts, communications, or other related field. Experience with proposal preparation and budgets a plus but not 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. Five (5) years of work experience in proposal preparation and budgeting and/or 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



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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, and contact information of at least four references. Applications should be sent to:

**College Research Coordinator Position**

University of Louisiana at Lafayette

PO Box 43610 Lafayette, LA 70504

[orsp@louisiana.edu](mailto:orsp@louisiana.edu)

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