

# UNIVERSITY OF NORTHERN IOWA

## POSITION ANNOUNCEMENT

**POSITION TITLE:** Grant Specialist

**DEPARTMENT:** Sponsored Programs

**APPOINTMENT TYPE:** 12 Month, Term, Pay Grade IV

**PRIMARY FUNCTION:** Assists faculty and staff to identify and apply to external private and public funding sources through individual sessions, group workshops, and the development and dissemination of educational materials; and ensures technical compliance of grant applications to improve rate of success.

### CHARACTERISTIC DUTIES AND RESPONSIBILITIES

1. Assists faculty and staff in successfully developing competitive grant proposals and navigating the proposal submission process; advises individuals on the interpretation of sponsor guidelines and construction and submission of proposal components; conducts Required Budget Reviews and Electronic File Reviews to ensure compliance and accurate adherence to UNI and sponsor policies and guidelines; makes inquiries on behalf of faculty and staff to program officers and other administrative departments on campus; assists in budget development; provides proposal narrative review services when requested; and remains up-to-date on primary funding agencies' submission policies and procedures.
2. Develops and disseminates educational materials to assist faculty and staff in seeking funding and preparing and submitting grant proposals; designs and facilitates group workshops for varied audiences including academic departments; and authors materials for distribution and posting on departmental website.
3. Identifies sources of external funding from federal, state, and private agencies; meets individually with faculty members and staff to discuss research interests; conducts grant searches on behalf of faculty and trains individuals on grant seeking skills; assists with individual, interdisciplinary, and institutional project and proposal conceptualization by nurturing collaborations; attends appropriate meetings such as conferences held by the Grant Resource Center (GRC) and National Council of University Research Administrators (NCURA); and regularly reviews print and electronic sources that identify upcoming grant opportunities, distributing to appropriate individuals.
4. Works with team to achieve the goals and objectives of the Office of Sponsored Programs; attends University functions to support and network with faculty and staff; supervises Graduate Assistants when appropriate; seeks out and facilitates collaborative relationships with other units on campus including the UNI Foundation, the Office of Governmental Relations, and University Marketing & Public Relations; and other duties as requested.

**NECESSARY QUALIFICATIONS:** Master's degree plus demonstrated ability in technical writing and organizational and communication skills required. Experience with grant writing in a college or university setting preferred. Student experience will be considered. Criminal and other relevant background checks required.

**APPLICATION PROCESS:** Application materials received by November 24, 2009 will be given first consideration. Additional information provided upon request (319) 273-3424. Send cover letter, resume, and names, addresses, and telephone numbers of three references to: Grant Specialist Search Chair, Human Resources, 027 Gilchrist, UNI, Cedar Falls, Iowa 50614-0034. Fax (319) 273-2927. Email: HRS-Applications@uni.edu URL: [www.uni.edu](http://www.uni.edu) UNI is a smoke free campus.

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