

Grants and Contracts Associate

Carl R. Woese Institute for Genomic Biology

University of Illinois at Urbana-Champaign

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PRIMARY POSITION FUNCTION/SUMMARY:

This position provides support to the department by interacting with faculty, staff, students, external institutions, and sponsor agencies in order to procure research funding for programs that will advance the research goals of the Carl R. Woese Institute for Genomic Biology.

DUTIES AND RESPONSIBILITIES:

The Grants and Contracts Development Associate will be expected to provide support to faculty and departmental staff in submitting sponsored research proposals to such agencies as the National Science Foundation, the Department of Energy, the United States Department of Agriculture, the National Institutes of Health, private sponsors, etc. These duties include:

- Assist the Department in developing and overseeing the submission of research, training, and development grant proposals with external funding agencies. This includes, but is not limited to, large, complex program and center grant proposals. **(25%)**
- Reviews grant and contract proposals for completeness and adherence to agency guidelines **(25%)**
- Serves as liaison between grant and contract agencies, SPA and academic/principal administrative personnel seeking funding to support their activities **(15%)**
- Assists grant staff at the Carl R. Woese Institute for Genomic Biology with administration of awards **(10%)**
- Monitors changes in federal or state legislation relative to grant and contract opportunities; makes information available to principal administrative personnel involved in sponsored activities **(5%)**
- Prepares reports to Principal Investigators and Departmental administrators regarding status of proposals, grants and contract opportunities, or related information. **(5%)**
- Represents Department at meetings, conferences, etc. with regard to grant and contract processing **(5%)**
- Assists in developing policies and procedures guiding the submission and initiation of proposals; monitors and evaluates requests for internal support for proposal completion. **(3%)**
- Assists in maintaining appropriate guidelines and applicable procedures relative to the use of human and/or animal subjects in sponsored programs. **(3%)**
- Establish and maintain effective public relations with individuals/agencies within and external to the University. **(3%)**
- Perform other related duties as assigned. **(1%)**

POSITION REQUIREMENTS AND QUALIFICATIONS:

Education:

Required: Bachelor' degree in business administration, accounting, finance, economics or a field related to the position

Experience:

Required: (Specialty factor) One (1) year of financial budgeting and/or administrative experience in a private, public or university setting.

Knowledge, Skills, and Abilities:

- Knowledge of or the ability to learn University policies and procedures regarding budgets and expenditures.
- Ability to act with initiative and make independent decisions with a minimum of direct supervision.
- Strong communication and interpersonal skills.
- Ability to communicate with and obtain cooperation from personnel in other offices.
- Ability to plan work with changing priorities and work under pressure.
- Ability to read and understand written material and extract important points.
- Ability to act with discretion when handling sensitive or confidential information.

Environmental Demands:

Physical Requirements: The work environment is professional. Person in the position should show interest in the work, commitment to high standards of performance, and enthusiasm to tackle challenges in the position. The work involves sitting for long periods of time.

Work Environment: The person in this position sits in an open cubicle in the IGB Business Office. There are constant interruptions and distractions from visitors, faculty, and staff.

SALARY AND APPOINTMENT INFORMATION

This is a full-time Civil Service classification position appointed on a [12]-month service basic. The expected start date is as soon as possible after the close of the search. Salary will be commensurate with experience.

To Apply:

Applications must be received by **September 22, 2021**. Apply for this position using the "Apply for Position" button below. If you have not applied before, you must create your candidate profile at <http://jobs.illinois.edu>. If you already have a profile, you will be redirected to that existing profile via email notification. To complete the application process:

Step 1) Submit the Staff Vacancy Application.

Step 2) Submit the Voluntary Self-Identification of Disability forms.

Step 3) Upload the following documents:

- cover letter
- resume (months and years of employment must be included)
- academic credentials (unofficial transcripts or copy of diploma may be acceptable) for all degrees attained (if you want to specifically spell out bachelor's, master's, and doctorate degrees here, you can)
- names/contact information for three references

In order to be considered as a transfer candidate, you must apply for this position using the "Apply for Position" button below. Applications not submitted through this website will not be considered. For further information about this specific position, contact Jacinda King at 217-244-2276. For questions about the application process, please contact 217-333-2137.

The University of Illinois conducts criminal background checks on all job candidates upon acceptance of a contingent offer.

As a qualifying federal contractor, the University of Illinois System [uses E-Verify](#) to verify [employment eligibility](#).

The University of Illinois System requires candidates selected for hire to disclose any documented finding of sexual misconduct or sexual harassment and to authorize inquiries to current and former employers regarding findings of sexual misconduct or sexual harassment. For more information, visit [Policy on Consideration of Sexual Misconduct in Prior Employment](#)