



DATE ISSUED: 05/15
FLSA: Exempt
PTO: VCS

JOB DESCRIPTION

TITLE

Coordinator, Research Funding

JOB SUMMARY

Develops and maintains a research funding opportunities infrastructure for the university using web-based tools. Advises faculty and staff about research funding opportunities. Provides direction and guides faculty with preparation, writing, review, and submission of proposals for extramural funding. Work is performed under general supervision and performance evaluation is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Director of Operations, Research and Sponsored Programs

Supervises: May supervise Student Assistants

ESSENTIAL DUTIES - May include, but not limited to the following:

- Identifies and cultivates funding opportunities for the university research community using agency web sites, mailing lists, various databases, federal publications, and other resources.
- Provides direction and guidance to faculty and staff in the development, review, and submission of proposals for extramural funding.
- Provides direct assistance with the writing, budget development, and overall preparation of proposals for extramural funding.
- Provides information to researchers and administrators regarding funding agencies' initiatives, priorities, and funding mechanisms.
- Maintains funding opportunity e-mail distribution lists for university researchers to disburse information on grant programs, university policy changes, and upcoming program deadlines.
- Consults with faculty, directors, department heads, and deans to identify research goals and areas of interest.

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- Interacts with faculty to promote research opportunities through the use of the SPIN database and agency resources; facilitates workshops and hands-on training sessions.
- Works with research web staff and faculty to ensure the continued evolution of the research web page.
- Assists graduate students in locating funding opportunities and selecting appropriate funding solicitations.
- Provides training to graduate classes at the request of faculty members.

ADDITIONAL DUTIES

Performs other duties as requested.

EDUCATION

Bachelor's degree required. Master's degree preferred in education, public relations, business or related field.

EXPERIENCE

Three years experience identifying funding sources, securing funding, or developing and writing proposals, preferably in a university research setting. Additional education may substitute for the required experience on a year-for-year basis.

REQUIREMENT

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:

- Current knowledge of federal and other granting agency funding information.
- Ability to write grant proposals.
- Ability to prepare budgets.
- Ability to maintain confidentiality.
- Ability to interact with multiple constituencies in a professional manner.
- Ability to organize work effectively and conceptualize and prioritize objectives.
- Technical skills including ability to maintain databases, conduct web searches, and use Microsoft Word, Excel and Access.
- Working knowledge of office practices and methods.

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- Ability to use a personal computer and other office equipment, including university related software and email.

PHYSICAL DEMANDS

The physical demands described in the Essential Duties and below are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The employee may be required to travel.

WORK ENVIRONMENT

All employees are responsible for maintaining an environment that is free from discrimination, intimidation, harassment, including sexual harassment. Work is normally performed in a typical interior work environment.

SAFETY

TWU promotes a safe working environment. Employees are responsible for completing assigned tasks safely and efficiently, and supervisors are responsible for creating and maintaining a safe work environment. Employees must report any unsafe work conditions or practices, as well as any near-miss incidents, to their supervisor and Risk Management. Supervisors and employees should ensure that injury/accident reports are submitted to the Office of Human Resources and Risk Management within 24 hours of the incident.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: _____ **Date:** _____

Employee Printed Name: _____

Texas Woman's University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the

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differences among persons. Discrimination or harassment of any kind is considered inappropriate.

Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, gender, sex, sexual orientation, ethnic origin, age, veteran's status, or against qualified disabled persons.

All positions at Texas Woman's University are deemed security sensitive requiring background checks.