SIU Carbondale
Position Description

Employee's Name: ___________________________ AIS ID: _______________________

Position Information:

Position Title: Program Coordinator-Grant Development and Support Position #: _______________________

Department: College of Health and Human Sciences

This position is: ☐ Administrative/Professional Staff (A/P) ☑ Civil Service Staff

Reason for Position Description

☑ New Position
☐ Existing Position Duties Revised
☐ Newly Hired Employee
☐ Requested by HR for State Universities Civil Service System Compliance

Action Requested:

☐ Review for Appropriate Title/Classification
☐ None (no changes, for updated signatures only) NO VC SIGNATURE REQUIRED
☐ Other: ___________________________

The contents of this position description are an accurate and complete representation of the position.

Employee:
Signature ___________________________ Print Name ___________________________ Date _____________

Supervisor:
Signature ___________________________ Print Name ___________________________ Date _____________

Dean/Director:
Signature ___________________________ Print Name ___________________________ Date _____________

Vice Chancellor:
Signature ___________________________ Print Name ___________________________ Date _____________

Chancellor/President:
Signature (if required) ___________________________ Print Name ___________________________ Date _____________

FOR HR USE ONLY

HR Approval: ___________________________ Date: _____________
or
DER Approval: ___________________________ Date: _____________

Title Code: _____________ EEO Code: _____________ Job Code: _____________ FLSA: _____________

hro1020 01/23 IPEDS: _____________ Security or Safety Sensitive: ______ Page 1 of
1. **DUTIES AND RESPONSIBILITIES** List in priority order only the essential duties and responsibilities of this position. Essential duties meet the following standards: (1) the function must be done, (2) taking the function from the job would fundamentally change it, (3) the job exists to perform this function, and (4) there would be significant consequences if the function is not done. List in the order of importance.

- Become knowledgeable about the structure, objectives, programs and external funding opportunities and initiatives of the college
- Research and share with faculty and staff funding sources, including funding opportunities from government and non-government agencies
- Assist faculty in setting up alerts to notify them of available funding notices that support their research areas
- Help faculty assess the suitability of their research ideas to the goals of funding notices and provide guidance about aligning their research to the expectations specified in the notice of funding.
- Work proactively with faculty and staff to identify fundable programmatic initiatives
- Help facilitate new collaborations among co-principal investigators to improve the competitiveness and success of extramural research funding initiatives
- Respond to internal queries on grant proposals
- Resolve complex, technical and administrative problems, associated with developing proposals and submitting them on time
- Provide technical writing assistance and budget preparation to investigators to ensure proposals and reports are comprehensive, compelling, and maximally responsive to review criteria
- Help to coordinate workshops, training, materials, professional development and guidance for faculty and staff on topics that build capacity in extramural funding pursuit and management
- Maintain a Grant Due Date Calendar for major funding agencies
- Maintain positive relationships with faculty, SIU Office of Sponsored Projects Administration (OSPA), fund providers and other stakeholders
- Maintain records and submit reports related to grant opportunities and proposals
- Help PIs to resolve grants management challenges related to SIU systems and policies
- Assist PIs with grant budget reconciliation
- Assist PIs to navigate access to SIU systems and purchases needed to implement their grant-funded research, including coordinating with other units across campus and familiarity with systems and procedures
- Provide substantive review and feedback to faculty on high-profile grant research proposals regarding their capacity of the proposal to adequately address published review criteria
- Be a resource to school accountants, business managers, and PIs to advise on processes related to grant proposal submission and administration at SIUC
- Coordinate with OSPA to track and update summary/aggregate CHHS proposal and awardee data
2. **HUMAN RESOURCES FUNCTIONS**

2.1. Specify the number of employees reporting directly to this position.

   Head Count: ___________    FTE: ___________

2.2. Specify the number of employees reporting to this position through subordinate supervisors, including student employees.

   Head Count: ___________    FTE: ___________

3. **PRINCIPAL CHALLENGES** Describe the nature and variety of the most complex problems that are faced by this position.

   *Multi-tasking across competing deadlines and priorities: This person will be responsible for matrixing his/her time to assist faculty across the college applying for funding and seeking funding sources. He/she will have no control over the funding proposal deadlines and will likely have periods with very high demand for assistance and also lulls.
   *Diversity of substantive areas of expertise and research experience of faculty: The range of possible funding sources and mechanisms for funding are vast. Furthermore, faculty in the college are at very different levels of experience and expertise in pursuing and managing external funding. The nature of inquiries and requests will be vastly diverse as well, placing a heavy demand on the ability to deliver this broad range of expertise and assistance.
   *Both writing and budgeting assistance are in high demand. Faculty have expressed a strong need for help both with budgeting and technical writing for proposals. These are quite different skill sets and it may be challenging to excel at both.
   *Submitting proposals and managing grants at SIUC entails engagement with many processes and offices across campus and being able to become familiar enough with these procedures to advise faculty PIs will be challenging.

4. **POSITION SCOPE** Indicate the important scope data applicable to this position which will best describe its size or effect on the University. State all figures on an annual basis.

   *(For AP or Civil Service custom classes ONLY)*

4.1. Dollar Measures—e.g., budget (list salaries and operational expenses separately), capital expenditures, educational grants received, annual research program expenditures, etc. Indicate the responsibility of the position for the item listed, (e.g. fiscal officer, delegated fiscal officer, makes recommendations, etc.)

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
<th>Responsibility of Position for Item Listed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grants Received</td>
<td>$500,000 - End of Year 2</td>
<td>College Goal</td>
</tr>
<tr>
<td>Faculty Submissions</td>
<td>Increase of 10% by end of year 1; 15% by end of year 2</td>
<td></td>
</tr>
</tbody>
</table>
4.2. Other scope measurements pertinent to this position, (e.g., number of departments affected, number of students, colleges or departments served, number of items or amount of property purchased, annual cost of educational services, research funds developed, number of students recruited, potential savings to the University as a result of the position's activity, etc.)

<table>
<thead>
<tr>
<th>Item</th>
<th>Number/Amount</th>
<th>Responsibility of Position for Item Listed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grant</td>
<td>Development</td>
<td></td>
</tr>
<tr>
<td>Support</td>
<td>~85 TT / 15 NTT faculty</td>
<td></td>
</tr>
</tbody>
</table>

5. **QUALIFICATIONS** Minimum education and work experience (including years) to qualify for position. *(For AP or Civil Service custom classes ONLY.)*

- Bachelor's degree, plus at least three years of experience in grant proposal development
- Familiarity with all types of award mechanisms, including grants, contracts, subcontracts, and cooperative agreements.
- Knowledge of program administration guidelines for both federal and non-federal funding agencies.
- Ability to understand and apply university policies and procedures, as well as the laws, rules and regulations pertaining to grants, contracts, cooperative agreements, sub-awards and subcontracts.
- Ability to work independently and to work as a team member with others at the University.
- Ability to maintain accurate records and to prepare summary reports as required.

6. **OTHER** Describe anything else of significance which is important to the position and not covered elsewhere. For example, knowledge, skills and abilities critical to the performance of the job; any unique conditions outside of a normal office environment; involvement in academic committees and/or outside educational organizations required by the job; or anything else which may be significant to the function of this position.

**Remaining Minimum Qualifications:**

- Outstanding organizational skills, ability to work on multiple projects simultaneously, capable of self-direction, ability to deal diplomatically with people at all levels, a high degree of personal integrity and discretion, solid decision-making skills, and judgment.
- Excellent oral and written communication skills. Must have the ability to communicate effectively and serve as a liaison between granting agencies, university administration and the principal investigators.
- Intermediate level of experience with Excel and Word and the willingness to learn new technology.

7. **ORGANIZATIONAL STRUCTURE** Please attach a current departmental organizational chart.