

**JOB INFORMATION**

Effective Date	4/1/2022
Job Code:	3103
Job Title:	Grant Development Administrator I
Salary Grade/Structure:	030 - Admin-Professional
Career Level Name:	
FLSA Name:	Exempt
EEO Code:	10-Exec, Admin, Mgmt
Job Function:	Finance & Accounting
Job Family:	Grants
Job Summary	The Grant Development Administrator I is responsible for identifying funding opportunities based on university-wide and individual faculty/staff interests and needs. Review and edit draft proposals by faculty and staff for institutional and funding agency compliance, as well as for accuracy, completeness, clarity, and responsiveness in accordance with grant application guidelines and requirements. Compose and prepare a wide variety of documents including proposal forms, correspondence, reports, manuals, and handouts. Prepare budgets and perform appropriate accounting tasks to insure accountability and compliance with state and federal regulations. Assist in the development and coordination of large and multi-disciplinary/multi-PI grant proposals.

**COMPETENCIES**

Competencies

Please refer to the UHCL Human Resources webpage for UHCL core competencies for all eligible job levels.

**QUALIFICATIONS**

Education

Education Level	Education Details	Required/Preferred	
Bachelor's Degree		Required	

Work Experience

Experience	Experience Details	Required/Preferred	
Less than 3 yrs	Experience working with faculty in a higher education setting.	Required	

## Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Preferred	
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## Knowledge, Skills and Abilities

KSAs	Proficiency
• Knowledge of professional writing standards.	Basic
• Broad knowledge of grant making process and various grant sponsors and requirements.	Basic
• Computer proficiency with Microsoft Office applications (Word, Excel, and PowerPoint).	Skilled
• Skills in grant search engines with multiple filters to identify funding opportunities.	Skilled
• Skills in reviewing and editing complex documents.	Proficient
• Ability to communicate and work effectively with diverse teams.	Skilled
• Ability to initiate projects, prioritize tasks, and meet deadlines.	Skilled
• Ability to solve problems independently.	Skilled

## JOB RESPONSIBILITIES

Campus Security Authority

Remote Work Capable

## Essential Functions

Essential Function	% TIME
• Connect faculty/staff with appropriate grant opportunities by developing approaches to seek out and assist faculty/staff in obtaining grant funding; using search engines and other resources to find grant opportunities; distributing information about grant opportunities to faculty/staff; and implementing a robust customer care plan with faculty/staff.	35%
• Assist faculty/staff with proposal development by reading and summarizing proposal submission guidelines; participating in proposal development meetings; assisting with developing proposal budgets and writing budget justifications to ensure compliance with local, state, and federal regulations; reviewing and editing draft proposals to ensure compliance, accuracy, and responsiveness in accordance with grant application guidelines and requirements; and preparing documents for submission.	30%
• Coordinate data management for pre-award functions by tracking the distribution of grant opportunity information to faculty/staff and proposal submissions and award status; maintaining database for pre-award metrics; and maintaining accurate and up-to-date proposal submission and award data for reporting to internal and external constituencies.	25%
• Develop faculty/staff knowledge about the grant making process by assisting with the coordination of grant training activities.	5%
• Other related duties as assigned.	5%

## PRE-EMPLOYMENT

MVR:	No
Criminal History:	Yes
Physical Exam:	No
Hearing Exam:	No
Pulmonary Function Test:	No

## PHYSICAL DEMANDS/WORKING CONDITIONS

Office and Administrative Support

### Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting		X				
Carrying		X				
Pushing		X				
Pulling		X				
Climbing		X				
Balancing		X				
Stooping		X				
Kneeling		X				
Crouching		X				
Crawling		X				
Reaching		X				
Handling			X			
Grasping			X			
Feeling		X				
Talking					X	
Hearing					X	
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

### Working Environment

Working Condition	N/A	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise			X		
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

### Travel Requirements

Estimated Amount	Brief Description