***This old UMB job description was created between 2000 and 2014 and is being provided as a template or guide in the preparation of a current job description. The essential functions are general in nature and may not accurately depict the duties of a specific unit. Managers are encourage to update and provide specific duties that are applicable to work being performed in the unit.***

Job Title: **Coordinator, Research**

Job Family: Research Administration

Sub Family: General Research Administration

**Job Summary:**

Coordinates contracts and grants submissions. Ensures proposed terms and conditions are in compliance with applicable regulations.

**Essential Functions:**

* Assist faculty in writing grant applications and contract proposals. Ensures necessary reviews of budget, salaries, and terms are met within deadlines.
* Assists in finding grant contract opportunities for faculty. May establish a database or other information resources.
* Assist in negotiations and/or recommends modifications to contract/subcontract agreements.
* Provides administrative support in preparation and submission of contracts and grants.
* Performs other duties as assigned.

**Minimum Qualifications**

Education: Bachelors business or public administration or in a field of study related to the research of the laboratory or clinic.

Experience: Five (5) years of research administration

Supervisory:

Licensure/Certification:

Other: May consider a combination of directly related experience and education.

Financial disclosure required.

**Knowledge, Skills, and Abilities**

*Managers may provide prefered knowledge, skills, and abilities as necessary.*

Job Code: E1417E

SOC Code: 131190 IPEDS: Business

EEO6 Code: Professional State Code: 9430516

USM eCode: E40144 AAP Code: 3A