



University of Colorado

Boulder | Colorado Springs | Denver | Anschutz Medical Campus

CU CAREERS



CU System CU Boulder CU Denver CU Anschutz UCCS About CU

Job Opportunities

Job Description

Pre-Award Grants Specialist - 30533

University Staff

Description

University of Colorado Denver

Department: College of Engineering, Design and Computing

Job Title: Pre-Award Grants Specialist

Position: # 00810914 – Requisition: # 30533

Job Summary:

The College of Engineering, Design and Computing se Grants Specialist. The major function of this full-time U provide research administrative support for the College Computing (CEDC). This includes:

- interfacing with the Office of Grants and Contracts
• providing pre-award support and administration fc (PI) submission of extramural grants and contract and development, ensuring proposals adhere to a regulations and requirements and follow the spon and timelines;
• providing post-award support to PIs ensuring that properly, handling subcontracts and sub-awards, award requests, and serving as a liaison with OG issues;
• interfacing with the Office of Research Services to with CEDC faculty;
• communicating with sponsors on requests for info coordinating sponsor requests with OGC;
• coordinating award setup review with college and
• serving as the point of contact for sub-recipients.

Why Join Us:

The University of Colorado Denver is the state's premier university and equity-serving institution. Globally connected, CU Denver partners with future-focused learners and communities to provide relevant, transformative educational experiences for everyone. Across eight schools and colleges in the heart of downtown Denver, our faculty inspires and works alongside students to solve complex problems through boundary-breaking innovation, impactful research, and creative solutions. As the state's largest university system, CU Denver is a major contributor to the economy, with 2,000 employees and an annual economic impact of over \$1 billion. For more information, visit www.ucdenver.edu.

The University of Colorado offers a comprehensive benefit package including health insurance, life insurance, retirement plans, tuition reimbursement, and time off (vacation, sick, and holidays), and more. To see the full list of benefits, please visit: <https://www.cu.edu/employee-services/benefits>

Diversity and Equity:

The University of Colorado is committed to recruiting and retaining a diverse student body, faculty, and administrative staff. The university's culture of inclusiveness, respect, communication, and collaboration is a key strength. We encourage applications from women, ethnic minorities, persons with disabilities, the LGBTQ+ community, and all veterans. The University is committed to diversity and equality in education and employment.

Qualifications:**Minimum Qualifications:**

- Bachelor's degree from an accredited institution.
- Three (3) years of relevant pre-award proposal development experience in a university or research setting.

Applicants must meet minimum qualifications at the time of application.

Preferred Qualifications:

- Superior oral and written communication skills, with the ability to effectively convey and explain information, influence others, and deal with diverse people, situations, and ideas.
- Five (5) years of directly related experience in research development, proposal development, project management, administration, or a closely related field.
- Experience developing, editing, and reviewing multi-institution grant applications.

- Experience with federal grants websites and award
- Experience with Info Ed Proposal Development System and contract submission software
- Experience working with PeopleSoft HR and financial
- Knowledge of federal grant and contract regulations
- Competent computer skills, including expertise in (Access, Excel, and Word), use of forms, and knowledge of searches

Knowledge, Skills, and Abilities:

- Knowledge of federal grant and contract regulations
- Competent computer skills, including expertise in (Access, Excel, and Word), use of forms, and knowledge of searches

How to Apply:

For full consideration, please submit the following documents:

- A letter of interest describing relevant job experience, job qualifications and interest in the position
- Curriculum vitae / Resume
- Three to five professional references, including name, phone number (mobile number if appropriate), and email address

Questions should be directed to: Alison Pearks, alison.p@cu.edu

Screening of Applications Begins:

Applications will be accepted until finalists are identified, to complete applications received by July 31, 2023. The date may not be considered. Applications are accepted at www.cu.edu/cu-careers.

Anticipated Pay Range:

The starting salary range (*or hiring range*) for this position is \$72,069.00-\$75,000.00.

The above hiring range represents the University's good estimate of the range of possible compensation at the time of hire.

Your total compensation goes beyond the number on your offer letter. The University of Colorado provides generous leave, health plans, and other benefits that add to your bottom line.

Total Compensation Calculator: <http://www.cu.edu/node/1234>

ADA Statement: The University will provide reasonable accommodations throughout the employment application process. To request accommodations pursuant to the Americans with Disabilities Act, please contact the ADA Coordinator at workplaceengagement@ucdenver.edu

Background Check Statement: The University of Colorado is dedicated to ensuring a safe environment for our faculty, staff, students, and visitors. To achieve this, we conduct background investigations for all prospective employees.

Application Materials Required: Cover Letter, Resume/CV

Job Category Research Services

Primary Location Denver

Department: U0001 -- DENVER & ANSCHUTZ MED CAMPUS - 30071 - CEDC-I

Schedule Full-time

Posting Date Jul 13, 2023, 11:23:03 AM

Unposting Date Ongoing

Position Number: 00810914

The University of Colorado does not discriminate on the basis of race, color, national origin, sex, age, pregnancy, disability, creed, religion, sexual orientation, gender identity, gender expression, veteran status, political affiliation, or political philosophy. All qualified individuals are encouraged to apply. For COVID-19 information or vaccination requirements, please refer to the campus specific vaccination [webpage](#).

[How to Apply](#)

[Title IX Policy](#)

[Regent Policy](#)

The University of Colorado participates in and will provide the federal government with your Form I-9 information to confirm that you are authorized to work in the U.S. [E-Verify](#).