

The University of West Florida, located in Pensacola, Florida, seeks applications for a full-time Grants Specialist, position number 105340. This position is a member of the Research Administration and Engagement (RAE) pre-award team that supports university efforts to pursue and prepare proposals to secure and execute grants and contracts that align with UWF's Mission and Values. We seek an informed and energetic staff member who can support RAE's efforts, while contributing to ongoing efforts to acquire external funding via grant proposals.

**Job Summary:** Supports faculty and college administration to prepare and submit proposals for external funding from federal, State, and industry sponsors, including preparing project budget(s), ensuring alignment between proposal text and funding announcements, and executing final proposal submission. Remote work may be considered.

**Minimum Qualifications:** A high school diploma and five years of appropriate experience. Appropriate college coursework may substitute at an equivalent rate for the required experience.

**Position Qualifications:** Professional experience that documents teamwork and client-service capabilities. Demonstrated professional communication skills. Demonstration of critical thinking and problem solving in a professional setting. Ability to read technical documentation and contracts. Ability to organize heavy workload and meet deadlines. Ability to work in a team environment.

**Preferred Qualifications:** Bachelor's degree with 3 years' experience in sponsored research and/or university administration; Master's degree and 1 year university administration; Certified Research Administrator designation. Thorough knowledge and understanding of complex federal and state regulations, including but not limited to (Uniform Guidance [2 CFR § 200] and Federal Acquisition Regulations [FAR]), along with university policies and procedures governing sponsored research administration. Basic knowledge and understanding of legal terminology and standard clauses in contract law. Knowledge of online proposal processes and database searches.

**Salary:** Grants Specialist: \$60,000-\$65,000

For more information about this position, please look for position number 105340 on <https://careers.uwf.edu>. The last day to submit applications is 2/13/2024.

Candidates must apply online through the University of West Florida website: <https://careers.uwf.edu>. Applicants are required to attach a resume, cover letter, and list of references. An opportunity to upload these documents will be provided during the application process. For assistance, please contact Human Resources at 850-474-2694 or email [jobs@uwf.edu](mailto:jobs@uwf.edu).

This position allows eligible veterans and their spouses to claim Veterans' Preference pursuant to Section 295.07, F.S.; applicants claiming preference are responsible for providing required documentation on or before the posting deadline date as such documentation is required for eligibility determination. Supporting documentation, in addition to the DD214, may be required based on eligibility criteria. For information on obtaining a DD214, visit <http://www.archives.gov/veterans/military-service-records/> or call 1-866-272-6272.

At the conclusion of this search, if a non-preference eligible applicant is appointed to the position and you are a preference-eligible applicant and believe that you were not afforded employment preference

in accordance with applicable Florida law and regulation, a written complaint requesting an investigation may be submitted to the Florida Department of Veterans' Affairs, Division of Benefits and Assistance, 9500 Bay Pines Blvd., Room 214, St. Petersburg, Florida 33708. Such complaint should be filed within 60 calendar days from the date that the notice the position has been filled is received by the applicant pursuant to Sections 120.569 and 120.57, F.S.

The University of West Florida is an Equal Opportunity/Access/Affirmative Action/Disabled/Veteran employer. Any individual requiring special accommodation to apply is requested to advise UWF by contacting UWF Human Resources at 1-850-474-2694 (voice) or 1- 850-857-6158 (TTY). A criminal background check is required for successful candidates. E- Verify is required for employment. All applications for employment at the University are subject to Florida public records law.