UNIVERSITY OF WISCONSIN-SUPERIOR  
Position Description  
Grant Specialist

Working Title: Grant Specialist  
Hayes Hill Title/Level: Administrative Specialist / 50% 12 month renewable appointment, .5 FTE  
Position Reports to: Coordinator of Grants & Research / Grants & Research Office

Position Summary:
The Grant Specialist position helps stimulate and support extramural funding activity of staff, faculty and administration. This position provides front line support and customer service for faculty and staff submitting proposals and takes the lead in searching and communicating funding opportunities. The Grant Specialist projects a positive, service-oriented attitude when representing the Grants and Research Office (GRO) to the rest of the campus and to the public.

Duties and Responsibilities:

1. Identify and Communicate Funding Opportunities to Campus
   a. Perform routine searches for funding opportunities for faculty, staff and departments as directed. Understand and track the current and evolving research, teaching interests and capabilities of the University’s faculty and staff and match these with a wide variety of funding sources (governmental, industry, and private).
   b. Create funding search reports; draft funding opportunity announcements.
   c. Develop new communication tools to increase communication efficiencies through Constant Contacts, Twitter and other social media options.

2. Provide Support for Grants and Research Pre-Award Administration
   a. Manage the UW System grants submission and record keeping process.
      • Design extramural budgets for grant proposals to comply with grant and sponsor guidelines.
      • Manage the circulation of grant proposals for internal review/approval prior to submission.
      • Maintain electronic files of current and historical matching funds commitments.
      • Compose routine correspondence related to outgoing grant proposals, incoming awards, declined awards and pre-award closeouts for transfer to post-award office.
   b. Maintain UW-Superior Extramural Funding Archives and Records
      • Maintain filing system for pending, denied and awarded grant and contract proposals; conduct periodic review for completeness and archiving as prescribed by unit protocols.
      • Maintain spreadsheets and databases to track proposal submissions, awards, denials and new funding requests. Generate reports on extramural funding submissions and other program activity on a periodic basis.
   c. Other Administrative Support for Unit
      • Develop and monitor budgets for Grants and Research Office. This includes monthly account reconciliations; maintaining account records, and initiating transfers, purchase orders, and extraordinary payments. Upgrade annual Excel spreadsheets for unit’s annual financial operations and reporting.
      • Provide editorial oversight on correspondence, publications, fliers, website, etc. to ensure appropriateness, accuracy and readability.
      • Inventory and purchase office supplies as needed. Keep office equipment including telephones, copy and fax machines in working order.
- Prepare travel needs and expense reports as needed. Stay current with travel regulations and purchasing procedures, advise unit coordinator, grant recipients, and implement appropriately for group travel of faculty and students.
- Create Adobe Professional and fillable forms for web applications.
- Provide positive support and direction for student workers.
- Perform other duties as assigned.

**Required Knowledge, Skills and Abilities:**
- Knowledge of and experience using databases to do research, to identify a funding opportunities or other similar functions.
- Knowledge of and demonstrated proficiency in the use of modern office software (e.g., Windows, Microsoft Word, PowerPoint, Adobe Professional, Adobe Acrobat and database software); demonstrated advanced level competencies using spreadsheets.
- Excellent research and analytical skills.
- Ability to communicate effectively, both orally and in writing (including editing and proofreading).
- Ability to establish and maintain effective working relationships with department staff and various campus constituencies.
- Ability to organize, prioritize and manage multiple projects independently, often with tight deadlines.
- Ability to attend to detail and thoroughness in completing assigned duties.
- Ability to work with confidential and sensitive information and records.
- Ability to work well in a multi-ethnic and multi-cultural environment with students, faculty, staff and others.
- Ability to commit to the highest ethical standards.
- Ability to work evenings and week-ends as required.

**Minimum Qualifications:**
- Bachelor’s Degree
- One year of relevant professional experience related to grant development, grant opportunity searches, project management, library reference, or similar field.