

Class Code:.....0648
Position #:(PSA).....8760
Developed by:.....DR
Reviewed by:.....SG
Approved by:.....LK
Date:.....4/11

UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Specialist, Pharmacy/Grants & Contracts

DIVISION: Academic Affairs (College of Pharmacy)

REPORTS TO: Associate Dean, Pharmacy/Research

GRADE: 8

SUPERVISES: Support Staff

BASIC FUNCTION:

Work with the College's Associate Dean of Research and Graduate Program and Research Committee to manage and coordinate research development operations and activities within the College of Pharmacy. Provide critical analysis of data for use by the Deans and the Research Committee. Coordinate research-related committee activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Perform searches for extramural funding, including monitoring Grants.gov for funding opportunities. In addition, monitor websites of major federal funding agencies for new developments regarding grant making.

Organize research and grant-related workshops and other special events. Write and submit material for the College's newsletter on research-related issues.

Edit proposals to ensure correct grammar usage.

Assist the Associate Dean and Committee Chair with the administration of the Graduate Program and Research Committee. Share correspondence responsibilities with the Director and Chair, and manage the Committee's listserv. Advise the College on eligibility of applicants and conformity to guidelines set by the URI Division of Research and Economic Development. Track and report on proposal outcomes.

Research and write reports as requested by the Associate Dean of Research.

Manage and assemble grant and contract submissions which are initiated in the College of Pharmacy.

Compile information on research-related programs and activities, and draft for Website publication.

Draft research-related news for internal and public dissemination. Gather information and write materials for reports related to research and other sponsored activities at the College, both for institutional use and for public relations purposes.

Analyze statistical trends in research activities.

OTHER DUTIES AND RESPONSIBILITIES:

Supervise student workers.

Perform other duties as required.

LICENSES, TOOLS, AND EQUIPMENT:

Personal computers, printers; word processing, database management, and spreadsheet software; Cayuse and other grant preparation software.

ENVIRONMENTAL CONDITIONS:

The incumbent is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

Required: 1) Bachelor's degree; 2) a minimum of three years of experience working with federal grants, which includes two or more of the following: familiarity with federal agency funding mechanisms; proposal preparation; proposal review and approval process; identification of funding sources; grants administration; 3) familiarity with office computers and software; 4) demonstrated ability to be detail-oriented, accurate and to meet deadlines; 5) demonstrated oral and written communication skills; 6) strong interpersonal skills, including demonstrated ability to be tactful with a variety of constituencies.

Preferred: 1) A degree in a science, technology, engineering, or math-related field.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.