

# University of Houston – Clear Lake

## Position Description

Job Title: **Grants Development Assistant**

Job Code: **3103**

Pay Grade: **3**

FSLA: **EX**

Location: **UHCL**

Retirement Program: **TRS**

### QUALIFICATIONS

	REQUIRED	PREFERRED
Education	Bachelor's degree from an accredited institution.	
Experience	Previous experience working in a higher education environment.	Comfortable making public presentations to small and large groups.
License/Certification		

*This position may be security sensitive requiring a background check of the final candidate.*

### POSITION SUMMARY

**Assist Grants Development Associate in the development and coordination of large and multi-disciplinary/multi-PI grant proposals. Review and edit draft proposals by faculty and staff for institutional and funding agency compliance, as well as for accuracy, completeness, clarity, and responsiveness in accordance with grant application guidelines and requirements. Compose and prepare a wide variety of correspondence, reports, manuals, handouts, etc.**

Duties and responsibilities	% Time
Assist Grants Development Associate in the development and coordination of large and multi-disciplinary/multi-PI grant proposals. Review and edit draft proposals by faculty and staff for institutional funding agency compliance, as well as for accuracy, completeness, clarity, and responsiveness in accordance with grant application guidelines and requirements. Perform all phases of grant development using institutional compliance requirements and all regulations and procedures relevant to day-to-day activities of the position. Assist PIs with grant applications or with interpreting contract and grant terms for the legal and fiscal implications. Establish and maintain effective working relationships with principal investigators and funding sources. Act as liaison between principal investigator and the funding source. Assist with grant preparation and submission to secure external funds for support of students and for other appropriate purposes.	50
Develop approaches to seek out and assist faculty/staff in obtaining research grant funding. Routinely search funding databases, analyze and summarize grant opportunities, and distribute to appropriate faculty. Develop and maintain database of pending and distributed grant opportunities; develop follow-through system with faculty.	25
Compose and prepare a wide variety of correspondence, reports, manuals, handouts, etc. from marginal notes, rough drafts, general instructions or own initiative. Establish and maintain office files. Other duties as assigned.	15
Assist with technical grant writing and budget preparation seminars for faculty and staff. Assist with the maintenance and renovation of the existing online database and budget preparation facilities. Develop and maintain information system for frequently required proposal data (general university information, available facilities, biographical sketches, etc.). Develop a paper flow and follow-through system to ensure timely response to deadlines. Assist with follow-up procedures for	10

rejected and closed awards.

*This position description describes the general qualifications, duties and responsibilities of work being performed.*