University Classification: **Research Support Coordinator**

<table>
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<th>Job Code:</th>
<th>PRM1</th>
<th>Pay Level:</th>
<th>3A</th>
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<tr>
<td>Position #:</td>
<td>NEW</td>
<td>Org/Dept/Sub-dept #:</td>
<td>90-9170</td>
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<td>Position Reports to:</td>
<td>Pam Lenz</td>
<td>Position #:</td>
<td>00016444</td>
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Position Specific Summary:
The State Hygienic Laboratory (SHL) at the University of Iowa, has a Research Support Coordinator position available. The successful candidate in this position will work closely with the SHL Grants Manager to ensure the grants for SHL are administered effectively and efficiently.

This position is eligible for a combination of on-campus and remote work. Work arrangement options will be discussed during the hiring process.

**Position Status:** 2 Year Specified Term

### Key Areas of Responsibilities and Specific Job Tasks

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<th>Classification</th>
<th>Specific Job Duties and Tasks</th>
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| **Grant Exploration and Development** | • Communicate funding opportunities.  
• Maintain database of grant applications.  
• Assist with the coordination/collection and preparation of data for research/grant proposals  
• Evaluate requests for proposals (RFP); review proposals and assure completeness; route proposals.  
• Monitors compliance with grants/contract specifications and regulations.  
• Interpret and evaluate contractual documents detailing service provisions by an outside party and communicate to operational leaders.  
• Maintain files of relevant information for specific grants/contracts.  
• Assess the key legal considerations associated with terms and conditions of a grant/contract and consult with UI resources as needed. |

| **Post-Award Administration / Financial Responsibility** | • Assist with the preparation and submission of post-award financial and material reports and schedules for University and granting agencies.  
• Monitor accounts/expenditures; reconcile statements.  
• Prepare and submit financial and material reports and schedules for University and granting agencies such as Iowa Department of Public Health, Iowa Department of Natural Resources, Association of Public Health Laboratories, Centers for Disease Control and Prevention.  
• Monitor budgets, establish fiscal controls, prepare fund allocations to comply with internal and sponsor deadlines.  
• Analyze, monitor and report financial data, information, and reports.  
• Works with general ledger accounts and initiates routine financial transactions such as WebCV and PayCV. |

| **Compliance** | • Monitor compliance with contract/grant terms in accordance with University policies and state and federal regulations  
• Notify proper authorities if follow up action is warranted |
| **Operational / Administrative Support** | • Perform other administrative support tasks in support of the research (e.g., organize and facilitate meetings/events, respond to inquiries, recruit research participants, monitor research protocols, data collection, analysis and management; local site coordinator; maintain website content, etc.). |
| **External Communication and Negotiations** | • Responsible for limited external communications.  
• Liaison with external funding agencies related to supporting the grants/contracts. |

### Universal Competencies

| **Collaboration/Positive Impact** | Ability to work with a variety of individuals and groups in a constructive and civil manner and utilize existing resources and learning to achieve or exceed desired outcomes of current and future organizational goals/needs. |
| **Diversity, Equity and Inclusion** | Ability to work with a variety of individuals and groups in a constructive and respectful manner while appreciating the unique contribution of an inclusive workforce that brings together the talents of people across multiple identities, including: race, creed, color, religion, national origins, age, sex, pregnancy, disability, veteran or military status, sexual orientation, gender identity, or associational preferences. |
| **Service Excellence/Customer Focus** | Ability to meet or exceed customer service needs and expectations and provide excellent service in a direct or indirect manner. Ability to effectively transmit and interpret information through appropriate communication with internal and external customers. |

### Technical Competencies

| **Finance and Accounting** (Basic) | • Explains basic financial and accounting concepts and terminology.  
• States local financial tracking and reporting requirements.  
• Explains basic practices for financing projects; gives examples.  
• Describes the purpose of basic financial reports. |
| **Grants and Contracts Development and Management** (Basic) | • Describes the major activities of developing and managing grants and contracts.  
• Identifies methods of locating funding sources.  
• Identifies methods for maintaining, tracking and updating information on funding sources.  
• Identifies elements of standard grant proposal applications (e.g., needs assessments, project objectives, designs and methods, timelines, evaluations, budgets, data sources, etc). |
| **Grants/Contracts Review** (Basic) | • Identifies existing agreements and contracts for a variety of grants.  
• Cites examples of contract clauses that must be complied with.  
• Identifies and interprets simple contracts and corresponding compliance reports.  
• Summarizes major types of existing contracts. |
| **Accuracy and Attention to Detail** (Working) | • Processes detailed information with good accuracy.  
• Utilizes specific approaches and tools for checking and cross-checking outputs.  
• Develops and uses checklists to insures that information goes out error-free.  
• Accurately gauges the impact and cost of errors, omissions, and oversights.  
• Learns from mistakes and applies lessons learned. |
| **Budgeting** (Basic) | • Explains the various purposes and uses of budgets.  
• Summarizes the budgeting process cycle, necessary inputs and reporting requirements.  
• Lists essential elements of a budget.  
• Describes major budget items in own organization in general terms. |
| **Decision Making and Critical Thinking** (Working) | • Assists in assessing risks, benefits and consideration of alternatives.  
• Participates in documenting data, ideas, players, stakeholders, and processes.  
• Applies an assigned technique for critical thinking in a decision-making process.  
• Recognizes, clarifies, and prioritizes concerns. |
**Effective Communications**

**Basic**
- Identifies, obtains, and organizes relevant data and ideas.
- Speaks/writes using correct language, mechanics, and gestures.
- Describes non-verbal behaviors that influence the interpretation of the message.
- Cites examples of effective and ineffective communications.
- Explains the importance of effective business communication.

**Relationship Management**

**Working**
- Describes the roles and responsibilities in a collaborative working relationship.
- Monitors satisfaction levels on a regular basis.
- Alerts own team to problems in satisfaction.
- Ensures prompt and effective response to requests and interactions from "customers".
- Works with "customers" to address critical issues and resolve major problems.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his or her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

As part of performing the key areas of responsibility and competencies described above, staff members are expected to meet reasonable standards of work quality and quantity, as well as expectations for attendance established by their supervisor. Staff members are also expected to comply with policies governing employee responsibilities and conduct, including those contained in the University Operations Manual.

**Proficiency levels are defined as:**

**Basic Application** - Uses basic understanding of the field to perform job duties; may need some guidance on job duties; applies learning to recommend options to address unusual situations.

**Working Experience** - Successfully completes diverse tasks of the job; applies and enhances knowledge and skill in both usual and unusual issues; needs minimal guidance in addressing unusual situations.

**Extensive Experience** - Performs without assistance; recognized as a resource to others; able to translate complex nuances to others; able to improve processes; focus on broad issues.

**Expert/Leader** - Seen as an expert and/or leader; guides, troubleshoots; has strategic focus; applies knowledge and skill across or in leading multiple projects/orgs; demonstrates knowledge of trends in field; leads in developing new processes.

**Position Qualifications**

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<th>Education or Equivalency Required</th>
<th>Bachelor’s degree in Accounting, Business, or Public Administration field or an equivalent combination of education and experience.</th>
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<td>Required Qualification</td>
<td>- Knowledge of grants and contracts management experience, which includes pre- and post-award financial administration.</td>
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<td>- Ability to perform tasks that require accuracy, attention to detail, including accurate record keeping.</td>
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<td>- Demonstrated excellent verbal and written communication, interpersonal, and relationship management skills, and ability to interact positively with a diverse population.</td>
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<td>- Demonstrate working proficiency with Microsoft Office software, (Excel, Outlook, Word, PowerPoint, etc.).</td>
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<td>Highly Desirable Qualification</td>
<td>- One year or more of grants and contracts management experience, which includes pre- and post-award financial administration.</td>
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<td>Desirable Qualification</td>
<td>- Familiarity with University grant management systems.</td>
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<td>- Familiarity with environmental and/or public health programs.</td>
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See requisition # 21002181 at https://jobs.uiowa.edu
Applicable background checks will be conducted.

The University of Iowa is an equal opportunity/affirmative action employer. All qualified applicants are encouraged to apply and will receive consideration for employment free from discrimination on the basis of race, creed, color, national origin, age, sex, pregnancy, sexual orientation, gender identity, genetic information, religion, associational preference, status as a qualified individual with a disability, or status as a protected veteran.