

	Prior 7/1/2004	After 7/1/2004
Class Code:	2417	2417
Title:	Grants Specialist Supervisor	Grants Specialist Supervisor
Pay Grade:	27	N/A
Pay Band:	N/A	Specialized/Paraprofessional
FLSA:	Exempt	Exempt

UNIVERSITY OF WEST FLORIDA POSITION SPECIFICATION

Title: Grants Specialist Supervisor

Work Statement:

This is work supervising contract/grant activities, employees and monitoring all phases of contract grant proposal preparation and implementation.

Example description of duties (not all inclusive):

Develops and implements proposal review processes.

Develops and participates in workshops and conferences.

Researches and recommends policy and procedure changes.

Manages awards and grants provided to UWF.

Acts as lead administrator/manager for pre-award activities under direction of Sponsored Research.

Provides technical assistance to UWF faculty/administrators negotiating contract and grant documents, justifications, and verifications.

Specific job functions, position qualifications, knowledge, skills and abilities are listed on each position's job questionnaire.

Minimum Qualification Requirements:

A high school diploma and eight years of appropriate experience. Appropriate college coursework may substitute at an equivalent rate for the required experience.