

	Prior 7/1/2004	After 7/1/2004
Class Code:	2403	2403
Title:	Grants Specialist	Grants Specialist
Pay Grade:	21	N/A
Pay Band:	N/A	Specialized/Paraprofessional
FLSA:	Non-exempt	Non-exempt

UNIVERSITY OF WEST FLORIDA POSITION SPECIFICATION

Title: Grants Specialist

Work Statement:

This is work monitoring, compiling, and implementing research contract/grant activities.

Example description of duties (not all inclusive):

Compiles and reviews contract/grant proposals for appropriate administrative and budgetary requirements.

Implements awarded grant/contract budgets in UWF budgeting and accounting systems.

Serves as liaison with grant/contract sources.

Monitors daily grant/contract project activities.

Coordinates reporting requirements.

Provides technical assistance during contract/grant negotiations and administration.

Prepares faculty grant proposals for submission to agencies. Gathers appropriate documents, compiles a proposal, and submits proposal to sponsoring agency.

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 five years of appropriate experience. Appropriate college coursework may substitute at an equivalent rate for the required experience.