EMPLOYMENT OPPORTUNITY   Be a part of something BIG.

GRANTS & CONTRACTS PROFESSIONAL
JOB OPENING ID 341101

JOB DESCRIPTION

The Institute for Social Research and Data Innovation (ISRDI) is a University-wide research institute that provides a vibrant and highly collaborative interdisciplinary research environment for four interrelated research centers: IPUMS, the Minnesota Population Center, the Life Course Center, and the Minnesota Research Data Center. These units have a combined annual budget of approximately $16+ million (both sponsored and non-sponsored) and employ approximately 140 people.

In this role you will be a part of the administrative team, supporting finances, grant management, and research development at ISRDI. You will report to the ISRDI Finance and Grants Manager and work closely with the Program Development team. This position will work with the Program Development team as well as the Finance group. As part of the Program Development team, this role will be responsible for the preparation and submission of budgets and other proposal pieces. As part of the Finance group, this position will actively support projects post award. This will include creating both internal and external financial reports, corresponding with investigators and sponsors, and maintaining internal award databases.

Diversity and inclusion are core values of our organization. We aspire to create a team that represents the diversity of our city, our region, and our world and to create a space that encourages and embraces inclusiveness, equal opportunity, and respect. We strongly encourage members of under-represented groups to apply to this position. ISRDI supports the work-life balance of our staff with 40 hour work weeks and flexible work hours and encourages and supports staff training and development. The University also offers excellent health insurance, retirement benefits, and tuition assistance.

This position has an annual salary range of $50,500-$65,000 depending on qualifications.

The University of Minnesota offers a **comprehensive benefits package** including:
- Competitive wages, paid holidays, vacation and sick leave
- Low cost medical, dental, and pharmacy plans
- Health care and dependent daycare flexible spending accounts
- Excellent retirement plans with employer match
- Disability and employer paid life insurance
- Wellbeing program with reduced insurance premiums
- Tuition reimbursement opportunities covering 75%-100% of eligible tuition
- Student loan forgiveness opportunity
- Opportunities for growth and promotion
- Employee Assistance Program

For more information regarding benefits, please visit: https://humanresources.umn.edu/new-employees/benefits-summaries

UNIVERSITY OF MINNESOTA
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RESPONSIBILITIES

Pre-Award Support (40%)

- **Proposal Submission (15%):**
  - Budgeting
    - Understand all allowable expenses and funder F&A rate
    - Work with PI(s)/project manager and development team member to develop proposal budget
    - Serve as a liaison for outgoing subawards, work with subaward PI team to gather budget information
    - Route PRFs (Proposal Routing Form) and ensure signatures are obtained
  - Proposal Piece Preparation
    - Gather required biosketches and assure they are in the correct format
    - Gather Current and Pending and Collaborators and Other Affiliations spreadsheets for NSF proposals
  - Set up proposal package in ASSIST (NIH), Research.Gov (NSF), or other submission system
- **Prepare and submit "Just in Time" documents for NIH proposals (15%)**
  - Prepare and submit documents such as human subjects training certificates, IRB approvals, and other supporting documents as necessary
  - Ensure documentation is updated and organized
- **Keep internal database (ACE) is up to date with all information for submitted proposals (10%)**

Post-Award Support (60%)

- **Budget set up and monitoring (45%)**
  - Discuss any budget cuts from funder with PI and adjust budget according to PI preferences
  - Submit EFS budget template to SPA
  - Update ACE for actual award information
  - Set up a budget spreadsheet with PI to monitor spending and effort
  - Monitor PI effort to make sure it does not fall below funding agency minimum
  - Meet with PI/Project Manager monthly (or as desired by PI/PM) to review spending and effort
- **Annual Reporting (15%)**
  - Route PRF for NIH RPPRs/NSF Annual Reports
  - Enter annual effort for all project key personnel into reporting system
  - Work with subaward PIs to get annual effort for any personnel paid on grant
  - Calculate carryforward for annual reporting

QUALIFICATIONS

Required Qualifications:

- BA/BS plus at least 2 years of experience or a combination of related education and work experience to equal to 6 years
- Previous experience with Microsoft Excel
- Demonstrated attention to detail
- Demonstrated ability to learn new software, new regulations, and new procedures
- Demonstrated ability to organize work, manage priorities and meet deadlines.
- Previous experience working with grants

- Demonstrated experience communicating with stakeholders at all levels of an organization
- Excellent written and verbal communication skills

Preferred Qualifications:
- Previous experience in higher education
- SPECTRUM certification
- Ability to work successfully in a fast-paced, deadline-driven environment
- Previous project management experience
- Excellent organizational skills and previous experience with process development and improvement
- Previous experience interpreting and applying complex policies, regulations, and procedures
- Demonstrated experience solving complex problems independently

APPLICATION PROCEDURE

Please apply using the University of Minnesota's online employment system humanresources.umn.edu/jobs and search job opening ID 341101. You may also apply directly using the following link: jobsearch.cla.umn.edu/341101. Application requirements include a resume, and a cover letter describing your interest and qualifications in the position. Questions concerning the application process may be addressed to Alex Lunde, HR & Operations Manager, at isrdi-jobs@umn.edu.

Any offer of employment is contingent upon the successful completion of a background check. Our presumption is that prospective employees are eligible to work here. Criminal convictions do not automatically disqualify finalists from employment.