Job Description - Specialist, Grants and Contracts - header

Internal Title: Grants Administrative Coordinator  
Duke Position Title: Specialist, Grants and Contracts  
Level 11, Duke HR Requisition #: 400482202

Occupational Summary:  
The Grants Coordinator for the Department of Computer Science plays a key role on the Department Finance and Administration team leading a four-member team in all aspects of grants and contracts management, serving 15-20 active PIs and 100+ often multidisciplinary projects with average annual expenditures totaling $5-6M.

Work Performed:  
In cooperation with Department faculty and grant staff to develop, coordinate, oversee, streamline and automate:
- Proposal preparation and submission
- Cost accounting and compliance
- Cost accounting for assets under construction
- Effort certification
- Subcontract monitoring
- Reporting on project financial performance and statistics to PIs, Chair, Duke and sponsors
- Award close-outs
- Control and maintenance of correspondence and records,
- Management of A&S Research and Start-up funds
- Costing rates for services
- Interpretation and dissemination of changes to Duke and sponsor policies and procedures

Desired skills: Grants administration or equivalent experience; ability to lead fast-paced, high-volume, highly-regulated, detail-intensive office. Excellent interpersonal and technical skills required. Must be capable of making independent decisions, working on multiple tasks simultaneously, self-starting, good with follow through on details and working and communicating well in a team environment. Proficiency with MS Office products as well as aptitude to develop additional computer skills rapidly.

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