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| Job Title | Proposal Administrator II |
| Job Code | |
| Exempt Status | Exempt |
| Position Status | |
| EEO Classification | |

Job Summary

The Proposal Administrator II, under general supervision, prepares and ensures that proposal packages are complete before being forwarded to sponsors.

Essential Duties and Responsibilities

- Provides support to researchers in the preparation and submission of proposals, which includes determining sponsor requirements and preparation of budgets/forms, according to appropriate guidelines. Prepares supplementary proposal documents with minimal supervision and ensures proposals are complete before being forwarded to the sponsor.
- Coordinates with researchers, principal investigators, department/unit heads, deans, directors, staff, and customers to resolve proposal issues. Provides information as requested.
- Reviews proposals for compliance issues.
- Acquires basic knowledge on relevant matters regarding proposal preparation.
- Reviews program announcements and with minimal direction determines pertinent proposal requirements.
- Enters proposal information into required submission and financial systems.
- Prepares proposal revisions and responds to requests related to proposal submissions.

This document represents the major duties, responsibilities, and authorities of this job, and is not intended to be a complete list of all tasks and functions. Other duties may be assigned.

Additional Responsibilities

Minimum Requirements

Education – Bachelor's degree or equivalent combination of education and experience.

Experience – Two years of related experience in a university or business environment performing duties related to accounting and/or developing budgets, and/or project management, and/or proposal administration including proposal preparation and/or identifying potential sponsor/funding opportunities.

Knowledge of – Knowledge of word processing, spreadsheet, and database applications.

Ability to – Ability to multitask and work cooperatively with others. Interpersonal and organizational skills.

Licensing / Professional Certification – None.

Physical Requirements – None.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Supervision of Others

This position generally does not supervise employees.

Other Requirements

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| Approved by: | |
| Date approved: | |
| Reviewed: | |