<div align="center">**POSITION ANNOUNCEMENT**</div>

TITLE: Research Coordinator
DEPARTMENT: Institute for Governmental Service and Research (IGSR)
CATEGORY: Exempt staff (#106827), full-time, 12-month appointment
POSITION AVAILABLE: Immediately and will remain open until filled
STARTING SALARY: Commensurate with qualifications and experience

RESPONSIBILITIES: Founded in 1947, the Institute for Governmental Service and Research (IGSR) advances the University of Maryland's public service mission through applied research, education, training, and technology innovations to improve the well-being of individuals and communities. This position serves as IGSR's pre-award specialist responsible for developing and facilitating the production of proposals for funding by federal, state, local, and philanthropic entities. Duties include: identifying and tracking funding opportunities; matching opportunities to IGSR research and scholarly pursuits; formulating budgets, writing narratives, and preparing supporting documentation; preparing and submitting proposals; providing support and follow up from proposal investigation through account setup and post-award; interfacing with UM Office of Research Administration (ORA) and others to resolve problems and clarify issues; assisting in meeting sponsor reporting requirements; evaluating and improving fund development effectiveness. The Research Coordinator also advises the Director and others regarding applicable University, state, and federal policies and procedures and can assist with various research activities.

QUALIFICATIONS:

Education- Bachelor's degree from an accredited institution required. Master's degree or Ph.D. desired.

Experience- Three years of progressive responsibility in the fiscal and operational management of an academic research unit or a combination of proposal development, budgeting and account management, and conducting sponsored research in higher education, non-profit, or government entities. Demonstrated success writing grants and securing sponsored awards of at least $25K. Experience with websites, such as Grants.gov, NSF Fastlane, and NIH eRA Commons, used for electronic proposal submission to major federal agencies desired. Experience navigating complex professional environments, operating across boundaries, and working with diverse constituencies.

Knowledge, skills, abilities- Working knowledge of grant application processes for various sponsor organizations. Familiarity with UMD accounting and proposal management systems a plus. Excellent oral, written, editorial, presentation, and interpersonal skills. Strong desktop publishing, database, and spreadsheet computer skills, along with detail orientation and customer focus. Must be results-oriented, well-organized, self-directed, and a team player who can multi-task and set priorities in a fast-paced, deadline-driven environment. A quick study who possesses an appreciation of the value of public service, as well as abilities to be entrepreneurial and creative also desired.

TO APPLY: For best consideration, all candidates must apply online **by Friday, September 28, 2018** at https://ejobs.umd.edu; click on "Staff" and enter Position Number 106827. You will need to submit cover letter, resume, writing sample, and names of three (3) professional references with telephone numbers and email addresses. Candidates must be able to provide proof of eligibility to work in the USA. No visa sponsorship is offered for this position.