

Contracts and Grants Management Specialist University of Maryland, Baltimore County (UMBC)

The [University of Maryland, Baltimore County](http://www.umbc.edu) was founded in 1966 and is located on 500 acres in the Baltimore suburbs within the Washington, D.C. - Baltimore corridor. UMBC is a Carnegie classified Doctoral Research Extensive institution and has an annual budget of nearly \$300 million. UMBC's dynamic sponsored program funding (currently \$80M) has doubled within the last five years. One of the nation's fastest growing research universities, UMBC seeks the right person to join its new team of grants management professionals. Under new direction, and with all new team members, the Office of Sponsored Programs Administration is looking to move forward and develop a cohesive team of contracts and grants management professionals.

Position Description

Specific duties include: administration and negotiation of Federal, State, and private grants and contracts; preparing and negotiating sub-contracts and teaming agreements with collaborating institutions; coordinating development and submission of research proposals; identifying potential funding sources; managing information resources; delivery of grants management workshops for faculty and research personnel; assisting in the development of grant proposals, including budgets; preparing management reports; and performing other duties as assigned.

Salary and title will be commensurate with experience and education. Position is regular, full-time and includes the full University benefits package.

Application Submission

For best consideration, submit a letter of interest, resume and the names and contact information for three references by July 18, 2004 (resumes will be accepted until the position is filled) to:

Contracts & Grants Manager Search
Committee Chair
Office of Sponsored Programs
ESC 329
UMBC
1000 Hilltop Circle
Baltimore, MD 21250

Application packages may also be e-mailed to mmcmahon@umbc.edu

Position Requirements

- Bachelor's degree (Master's preferred) with a minimum of two years of experience in grants/contracts administration and negotiation.
- Working knowledge of federal regulations and funding agencies practices, private sector funding and contracts requirements, and compliance with legal requirements related to research administration.
- Experience preparing sub-contract research and teaming agreements with collaborating institutions is highly desired.
- The ability to interact with faculty, senior administration, and executive level personnel from industry and government.
- Must have an understanding of the diverse research and sponsorship issues facing scholars in the natural and social sciences, engineering, humanities.
- Excellent organizational and communication skills and attention to detail.
- Must be able to function effectively in a diverse community.

UMBC is an Affirmative Action, Equal Opportunity Employer. Women, minorities and individuals with disabilities are encouraged to apply.
