



## **University of the District of Columbia Job Classification Description**

**Job Title: Grant Coordinator in Center of Nanotechnology Research and Education  
(CNRE)**

### **GENERAL DESCRIPTION OF THE JOB:**

Center of Nanotechnology Research and Education (CNRE) under school of Engineering and Applied sciences (SEAS) invite applications for Grant Coordinator position. CNRE focus on applying micro-nanofabrication and nanoscale characterizations for making nanoscale materials-based devices and sensors for the application in computer devices, sensors, energy harvesting, and manufacturing technologies. CNRE will also support cutting edge education for UDC students. CNRE provide opportunities to work in exciting and high impact research and education fields with experienced and internationally renowned faculty leaders.

**SALARY RANGE: 45K – 50K + fringe benefits**

### **ESSENTIAL DUTIES & RESPONSIBILITIES:**

The position is full-time, for at least two years, with the possibility of renewal up to five years depending on satisfactory performance and funding. Remuneration will be competitive and based on qualifications. The expected start date is October 1, 2019.

A successful CNRE Grant Coordinator will be mainly responsible for

- Keep accurate details of grant spending in line with the spending plan for the center.
- Supporting communication-related to center activities and organizing meetings.
- Place order and oversee timely student and faculty payments throughout the year.
- CNRE staff will ensure smooth transactions with other UDC and external entities such as UDC's SEAS Research Center and student admission office.
- Organize outreach activities, meetings, and events in coordination with the Center Director.
- Organize workshops and reach out to external stockholders and universities.
- Create grant progress reports in coordination with Center Directors.
- Assist maintaining website, and social media.
- Conduct surveys and analyze results to determine the effectiveness of consortium activities.

**MINIMUM JOB REQUIREMENTS/ REQUIRED COMPETENCIES:**

A successful candidate for this position is expected to have the following qualifications and skills.

- A candidate must be eligible to work legally in the USA.
- Bachelor’s Degree in Engineering/ science or related discipline
- 3+ years’ experience in project management and administrative duties
- Strong understanding of finance control systems
- Able to read and understand manuals to understand instruments.
- Working knowledge of MS office tool, website maintenance,
- Impeccable verbal and written communication skills
- Excellent management skill and ability to work with other amicably.

**STANDARDS & EXPECTATIONS:**

**1. Expectations of the job:**

The work involves interacting with the faculty, students, UDC staff, and collaborators. The job consists of a variety of complex multidisciplinary, and inter-related tasks tied to the information conveyed in the above sections. The Incumbent is expected to function with independence on their assignments and to use initiative and seasoned judgment. The candidate may also be engaged in outreach activities and instruction.

**2. Development and Counseling:**

The successful applicant will receive career development mentoring from the PI in terms of scholarly activities. The PI will assist in preparing the candidate as per their career ambitions.

**3. Training:**

Incumbent may get training for working with different software and orientation. However, applicant should be able to navigate to seek answers to the questions related to the assigned tasks.

**4. Knowledge of UDC Rules and Regulations:**

The position requires a solid understanding of the policies and procedures of the Board of Trustees, the University, as well as applicable Federal and D.C. government laws. The university provides all training required by OSHA to ensure employee safety.

The University of the District of Columbia is an Equal Opportunity Employer (EOE).

Note: The University reserves the right to change or reassign job duties as provided in policy and negotiated agreements.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

Revised: (insert revision date)