Bellarmine University
University Grants Administrator

Bellarmine University (www.bellarmine.edu) Academic Grants Office is seeking an experienced grants administrator. This position is a **contract** position, 32-40 hours per week, and will have significant interaction with university faculty, business office, and academic affairs staff.

Bellarmine University offers a family friendly work environment and in 2008 was voted as one of the best places to work in Kentucky by the KY Chamber of Commerce. We are located in Louisville, KY and are situated on 135 acres in over 27 buildings with a complex technology infrastructure. Bellarmine is a dynamic, growing university with a bold vision for the future.

The ideal candidate will have a minimum of five years grant experience in a higher education or non-profit organization. A Bachelor's degree in business, accounting, or grants management is required, with a graduate degree preferred. Candidate must be familiar with applicable accounting practices and policies, such as OMB circulars, and should possess strong analytical and organizational skills, the ability to write and edit using prescribed format as requested by funders, to prioritize and meet strict deadlines, and to work with others in a cooperative manner. Proficiency with Microsoft Word and Excel is required.

Position Description and Responsibilities:

This position is in the Academic Grants Office and reports directly to the Dean of Professional Studies. The Academic Grants Administrator will have both pre and post grant responsibilities.

Pre-grant responsibilities include:

- work closely with faculty and staff on private and federal grant opportunities
- oversee development of proposal budgets and budget narratives
- ensure adherence to proposal guidelines
- ensure proposals meet federal and institutional regulations as applicable
- provide assistance to proposal development efforts as needed
- research and contact potential funders when questions arise

Post-award grant responsibilities include:

- develop and administer a system for identifying and tracking funding agency requirements
- assure the university's compliance with federal regulations, including relevant federal circulars
- assure the university's compliance with fiscal and project reports to funding agencies
- coordination of accounts in the financial accounting system
- rebudgeting of funds
- assist in the maintenance of internal tracking data for management reporting
- assist principal investigators with preparation of reports and correspondence with funding agencies as necessary
- research and recommend solutions for issues related to grants administration

Minimum Qualifications for Consideration

- A Bachelor's degree and five years grant experience in a higher education or non-profit organization
- Familiar with applicable accounting practices and policies, such as OMB circulars
- Strong analytical and organizational skills
- Ability to write and edit using prescribed format as requested by funder
- Ability to prioritize and meet strict deadlines
- Ability to work with others in a cooperative manner.
- Proficient with Microsoft Word and Excel

Application: Please send or email a resume and cover letter prior to December 4 to:

Deborah Griffin
Academic Grants Office
Bellarmine University
2001 Newburg Road
Louisville, KY 40205
Email: dgriffin@bellarmine.edu

Bellarmine University is an equal opportunity employer. Bellarmine values diversity in its faculty, staff, and students and strongly encourages applications from women and members of underrepresented minority groups.