

The University of Akron  
**Classification Specification**

<b>Job Title:</b>	External Funding Information Specialist	<b>Job Code:</b>	48821
<b>Job Function:</b>	Staff	<b>Grade:</b>	118
<b>Job Family:</b>	Classified	<b>FLSA:</b>	Exempt
<b>SOC Description:</b>	8000 Academic Services Division	<b>Date:</b>	1/1/04;7/1/99

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**Job Summary:**

Maintain the departmental database for the purpose of reporting information including proposal statistics, data on proposal submission and awards, and trends in research. Cooperate with the department faculty in budget preparation and manage the Equipment Matching Fund account.

**Essential Functions:**

30% Maintains the information provided in the University database for all external funding and proposal submissions. Controls the Equipment Matching Fund account by tracking funds, maintaining database information, and updating fund distribution details.

27% Prepare monthly and yearly reports for the Board of Trustees regarding proposal submission, awards and other essential data. Create graphs to show trends in funding and proposal submissions.

22% Consult with faculty concerning the creation of proposed budgets and agency and University guidelines. Provide creative solutions to problems raised by faculty and administration on the interpretation of budget rules, cost-sharing, indirect costs and fringe benefits.

10% Train and supervise departmental grant coordinators in the use of the University database.

8% Advise department heads regarding guidelines for proposal authorization and clearances on unusual requests for proposal submission.

3% Maintain knowledge of research grant and contract administration procedures by conducting personal research and attending professional meetings.

**Education:**

Requires a relevant Associate Degree.

**Licenses/Certifications/Requirements:**

None.

**Experience:**

Requires a minimum of 4 years experience in the administration of research grants and contracts, budget preparation, database management, and general university procedures. Familiarity with the internal functions of the University preferred. Advanced knowledge of computer hardware, software packages and complex database applications required. Ability to train personnel and make recommendations to improve the process of securing external funds required.

**Leadership:**

Functional guidance over nonexempt staff including general scheduling, assigning tasks and monitoring work activities.

**Physical Requirements:**

Job is physically comfortable; individual is normally seated and has discretion about walking, standing, etc. May occasionally lift very lightweight objects.

**Working Conditions:**

No major sources of working conditions discomfort, standard working environment with possible minor inconveniences due to occasional noise, crowded working conditions, minor heating/cooling or ventilation problems, and/or up to 40% use of PC terminal.

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The intent of this classification specification is to provide a representative summary of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description. The University requires that all University employees whose assigned duties include some involvement with The University of Akron's intercollegiate athletics program, comply with all relevant NCAA Bylaws in performing their work.