

**HOWARD UNIVERSITY
Position Description**

POSITION TITLE:	Proposal Support Specialist	SALARY GRADE:	HU-11
DATE REVISED:	December 01, 2014	EEO CODE:	03
JOB CODE:	7043	FLSA STATUS:	Exempt
BARGAINING UNIT:	N/A		

DEPARTMENT:	POSITION NO:
REPORTS TO:	GRANT: <input type="checkbox"/> No <input type="checkbox"/> Yes

BASIC FUNCTION: Assists the Manager in meeting the education needs and expectations of the unit's clients (schools, departments, researchers, staff and sponsors), with particular emphasis on helping principal investigators enhance their grant capabilities and secure funding sources.

SUPERVISORY AUTHORITY: Involves no responsibility or authority for the direction of others.

NATURE AND SCOPE: Internal contacts include students, faculty and staff of the University. External contacts are with general public and affiliated organizations.

PRINCIPAL ACCOUNTABILITIES: Assists the Manager as assigned in providing support to Principal Investigators who desire to learn or enhance grants skills and/or to find funding opportunities.

Assists the Manager as assigned in identifying and prioritizing training needs throughout the university's research community, including researchers, departmental staff, central office staff, executives and others.

Assists the Manager as assigned in designing, developing and conducting training events, courses and other interventions to meet the training needs of the research community.

Performs other related duties as assigned.

CORE COMPETENCIES: Knowledge of word processing, spreadsheets, database programs, and presentation software as well as internet searches.

Ability to develop action plans in resolving and implementing organizational and operational problem goals.

Ability to plan and prioritize activities in an office setting.

Ability to work in small, lively office environment and meaningfully contribute to team projects.

Competence in both oral and written English to communicate in a clear and concise manner.

**HOWARD UNIVERSITY
Position Description**

POSITION TITLE:	Proposal Support Specialist	SALARY GRADE:	HU-11
DATE REVISED:	December 01, 2014	EEO CODE:	03
JOB CODE:	7043	FLSA STATUS:	Exempt
BARGAINING UNIT:	N/A		

Ability to establish and maintain effective and harmonious work relations with faculty, staff, students and the community.

MINIMUM REQUIREMENTS: Bachelor's Degree required and relevant 2-5 years of experience. 10 years of related work experience may be substituted in lieu of educational qualifications.

Note: This position description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. The university has the right to revise this position description at any time. This position description is not be construed as a contract for employment.

SIGNATURES REQUIRED:

SIGNED BY: _____ **DATE:** _____
Department Manager/Supervisor

CERTIFIED BY: _____ **DATE:** _____
Department of Compensation and Performance Management