Job Description – Grants Coordinator

Department: Provost’s Office  Reports to: Pre-award Manager

Position Summary
The Grants Coordinator is the primary contact person for faculty for developing and submitting grant proposals. S/he will work closely with NYU Shanghai faculty and provide support in the pre-award process of sponsored research, including, but not limited to, providing interpretation and assistance with proposal preparation. The Grants Coordinator will report to the Pre-award Manager at NYU Shanghai.

Responsibilities

- Locate published funding opportunities at the international, national and local levels;
- Convey the funding information to faculty and principal investigators, provide interpretation regarding agency proposal guidelines and institutional procedures;
- Provide assistance with proposal preparation and submission;
- Review proposals for compliance with agency proposal guidelines;
- Work with university offices to ensure compliance with internal guidelines;
- Maintain a database to track the proposal activities and achievements, provide statistical analysis and reports as requested;
- Other tasks as assigned.

Qualification

- **Required Education**
  Master’s degree or above; science or engineering background preferred.

- **Required Experience**
  - Prior experience related to research grants, especially Chinese grants.
  - International work/study experience strongly preferred.

- **Required Knowledge, Skills, and Abilities**
  - Proficiency in written and spoken English and Chinese.
  - Excellent communication and interpersonal skills.
  - Strong organizational and time management skills, attention to details, able to meet deadlines.
  - Team-work oriented and problem solving capabilities.
  - Proficiency in database and spreadsheet software.