

Sea Grant Proposal and Reporting Coordinator Maryland Sea Grant

Department: UMCES - Maryland Sea Grant College Program. Job will be physically located in College Park, MD. Ability to work in person and virtually is required.

Information: Maryland Sea Grant College (MDSG) is seeking a Proposal and Reporting Coordinator to join its research and administrative teams. As a service organization dedicated to science on Maryland's Chesapeake and Coastal Bays, MDSG both issues and administers requests for proposals to the research community as well as develops/submits proposals to external agencies. Broadly, this administrative position will be responsible for coordinating Sea Grant proposal submissions, supporting research and fellowship competitions, and managing project reporting activities for the organization. Attention to detail, curiosity, and problem solving are critical aspects of this job.

This is a unique opportunity for someone interested supporting scientific advancement on coastal and marine science issues through proposal development, project management, and project evaluation, while providing superior service to our constituents. We welcome applicants from a diverse array of science, finance, project management, or administrative backgrounds.

This is a one-year, contractual position with the option to renew based on funding, need, and performance. The individual will work closely with MDSG's Research Manager, Business Manager, and Associate Director for Research and Administration (supervisor).

Specific Duties:

- Develop mastery of and maintain up-to-date records in proposal and project management systems (e.g., FileMaker Pro, Box.com, Planner, eSeaGrant, Kauli Research).
- Support request for proposals processes for Sea Grant competitions.
- Shepherd proposals through the submission process, ensuring compliance with grant proposal requirements for a variety of funding sources, including federal and state sponsors, non-profit organizations, and private sector institutions.
- Develop budgets for complex grant proposals and contracts in collaboration with PIs and the Associate Director.
- Complete, review and/or edit proposal documents and forms, such as budget justifications, biosketches/resumes, other support forms.
- Coordinate award setup and maintenance in our project management system (eSeaGrant); Enter grant information into other university and sponsor systems and databases.
- Solicit, review, and edit progress reports for all Sea Grant projects.
- Support annual reporting for Sea Grant Extension.
- Coordinate and assist in evaluation planning, survey design, data acquisition, data entry, data processing, data archiving and literature reviews as needed.
- Coordinate Sea Grant's program-wide annual reporting requirements for NOAA.

- Provide project management and coordination support for research processes and special projects.

Minimum Qualifications: A bachelor's degree in marine, aquatic or environmental sciences, management, finance, or a related field is required.

Preferred qualifications: Demonstrated attention to detail, accuracy and efficiency in work. Excellent time management skills to facilitate successful work on multiple complex projects simultaneously. Proven proficiency in word processing, spreadsheet and database software. Excellent interpersonal and communication skills to work with teams of researchers and administrators. Interest or experience in developing and monitoring grant budgets. Working knowledge of federal grants rules and regulations. Familiarity with university administrative, research and/or sponsored programs applications.

Salary Range: This position is a University System of Maryland contractual position (Contingent II) with associated University benefits. The salary is commensurate with experience and expected to be in the range of \$50,000-55,000.

FLSA: Exempt

EEO: The University of Maryland Center for Environmental Science is an equal opportunity employer. The Center's policies, programs, and activities are in conformance with pertinent Federal and State laws and regulations on nondiscrimination regarding race, color, religion, age, national origin, sex, and disability. Inquiries regarding compliance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments; Section 504 of the Rehabilitation Act of 1973; and the Americans with Disabilities Act of 1990; or related legal requirements should be directed to the Director of Human Relations, Center Administration, P.O. Box 775, Cambridge, MD 21613.

University Information: UMCES, a research institution, is comprised of four laboratories and two units (one of which is Maryland Sea Grant), which are located in different regions throughout the state. More about UMCES can be found at www.umces.edu/locations. Maryland Sea Grant (www.mdsg.umd.edu), located in College Park, is a federal-state partnership that supports scientific research, education, and outreach focused on restoring and preserving the Chesapeake Bay and Maryland's coastal bays and watershed resources. We serve as a bridge between scientific expertise and the needs of people who manage, conserve, enjoy, and make their living from the Chesapeake Bay, America's largest and most productive estuary. Maryland Sea Grant supports growing a diverse and inclusive workforce.

Diversity Statement: Maryland Sea Grant champions diversity, equity, and inclusion (DEI) by recruiting, retaining, and preparing a diverse workforce, and proactively engaging and serving the diverse populations of coastal communities. Sea Grant is committed to building inclusive research, extension, communication, and education programs that serve people with unique backgrounds, circumstances, needs, perspectives and ways of thinking. We encourage applicants of all ages, races, ethnicities, national origins, gender identities,

sexual orientations, disabilities, cultures, religions, citizenship types, marital statuses, veteran status types, and income, and socioeconomic status types to apply for this opportunity. Learn more about our mission [here](#).

Additional Information: Prospective or new employees at UMCES are required to comply with the University's vaccination protocol. Proof of full vaccination will be required before the start of employment in order to work at any UMCES location. Prospective or new employees may seek a medical or religious exemption to the vaccination requirement at hr@umces.edu and must have an approved exemption prior to the start of their employment.

Open Date: Sept 15

Application Review Begins: October 4. Applications will be accepted until position is filled.

You must complete the online application form and upload a cover letter, resume, and up to three references.