

**WEST VIRGINIA UNIVERSITY RESEARCH CORPORATION
POSITION DESCRIPTION**

Title Project Specialist (07814)
Department Institute of Water Security and Science

Summary

This position provides project management and administrative support to the West Virginia University (WVU) Institute of Water Security and Science (IWSS), including providing assistance with the identification, development and presentation of funding opportunities for the IWSS.

Duties & Responsibilities

Specific tasks include, but are not limited to:

- 1) Providing technical assistance and support in identifying potential funding opportunities, including collecting, organizing, and assessing external funding opportunities.
- 2) Developing a regular grants listserv announcement to be distributed to IWSS affiliates and researchers.
- 3) Creating one-page synopses, proposal contents documents, proposal templates, and other documents to assist with the proposal development process.
- 4) Assisting in the preparation and submission of proposal packages for foundation, state and federal grant opportunities.
- 5) Interpreting funding opportunity announcements, and preparing proposals and budgets based on agency requirements and OMB circulars.
- 6) Completing forms, compiling biographical sketches and other supporting documents, and uploading these documents into WVU+kc, NSF FastLane and other submission sites.
- 7) Assisting with post-award project management and assuring compliance with federal, state and sponsor guidelines.
- 8) Tracking project deadlines and facilitating submission of reporting deliverables, including developing charts and other visual aides to track and summarize progress and assist with writing of quarterly, semi-annual, annual, and final project reports
- 9) Maintaining files, data, databases and other documentation necessary for project management and reporting, including developing and using databases, spreadsheets, and project management systems to record, store and analyze project information.
- 10) Assisting with project-related events and meetings.

Supervisory/Lead Role

This position reports directly to the Director, IWSS.

Work Environment

Works in standard office atmosphere with shared space and equipment. Some travel may be required for this position. Responsible to know and comply with all safety procedures.

Requisite Qualifications

Education and/or Experience

- 1) Bachelor's degree;
And
- 2) 3 or more years of progressively responsible and related experience in public health research or evaluation, or project management;
Or
- 3) An equivalent combination of education and experience.

Skills, Knowledge Abilities

- 1) Knowledge of research and evaluation methodology.
- 2) Knowledge of program development and management.
- 3) Demonstrated organizational skills to plan and prioritize tasks.

- 4) Excellent communication skills (oral, telephone, written, face-to-face) and ability to perform in a professional manner in a variety of settings and with individuals of various backgrounds and skill levels.
- 5) Ability to manage multiple on-going projects with an appropriate degree of attention to detail.
- 6) Effective public speaking skills.
- 7) Skilled in the proficient use of computers including the use of spreadsheet, word processing, web-based survey and presentation programs, and file management.
- 8) Ability to present findings graphically including tables and charts.
- 9) Ability to write press releases.
- 10) Ability to work effectively with diverse levels of individuals, such as administration, faculty, staff, office personnel, community leaders and partners, funding agency representatives and vendors.
- 11) Ability to work independently with unstructured supervision.
- 12) Ability to problem-solve, to reconcile differences, to resolve last minute crises in a successful manner.
- 13) Ability to organize information, to reach conclusions, and to compose reports.
- 14) Ability to meet deadlines.
- 15) Ability to communicate in English using proper grammar, sentence structure, and punctuation.

Behavioral Competencies

- 1) Technical skills – Strives to continuously build knowledge and skills; pursues training and development opportunities; assess strengths, weaknesses, and shares expertise with others.
- 2) Problem solving – Gathers and analyzes information, identifies problems, develops alternatives, uses reason even when dealing with emotional topics and works well in groups and resolves matters timely.
- 3) Internal & External Customer Service – Manages difficult or emotional matters with objectivity and openness; responds promptly to needs and requests for service and assistance; meets commitments and dates, notifies others if change occurs; provides, solicits and applies feedback; and builds goodwill through balanced contributions, positive approach, respect and support of others.
- 4) Communications – Demonstrates group presentation skills, participates in meetings, listens and gets clarification, is responsive and speaks clearly and persuasively in positive and negative situations. Writes and edits clearly and informatively, varies style to meet needs, presents numerical data effectively, and able to read and interpret written information.
- 5) Organizational Support – Aligns work and develops strategies to meet organizational goals; seeks to improve and promote quality; demonstrates accuracy and thoroughness; and upholds organizational expectations and values.
- 6) Self-Management – Responds to management direction but primarily functions in an independent manner; resourcefully adapts to changes in work environment and circumstances; responds well under pressure and manages competing demands; takes calculated risks, asks for and offers help when needed; exercise discretion and sound judgment; is tactful and responsible for own actions.