

Program Coordinator II - Research

locations

College Station, TX

time type

Full time

posted on

Posted 22 Days Ago

job requisition id

R-078791

Job Title

Program Coordinator II - Research

Agency

Texas A&M University

Department

Sea Grant Administration And Program

Proposed Minimum Salary

Commensurate

Job Location

College Station, Texas

Job Type

Staff

Job Description

[Our Commitment](#)

Texas A&M University is committed to enriching the learning and working environment by promoting a culture that respects all perspectives, talents & lived experiences. Embracing varying opinions and perspectives strengthens our core values which are: Respect, Excellence, Leadership, Loyalty, Integrity, and Selfless Service.

[Who We Are](#)

The Texas Sea Grant College Program is dedicated to the understanding, wise use and stewardship of the state's coastal and marine resources. It is part of a network of 34 university-based programs in Coastal and Great Lakes States that operate as a partnership between the state governments and the National Oceanic and Atmospheric Administration (NOAA) of the U.S. Department of Commerce. Texas Sea Grant is headquartered at Texas A&M University in College Station and also has staff members located at Texas A&M

University at Galveston and Texas A&M University- Corpus Christy, and in several other communities along the coast. Texas Sea Grant is part of the Division of Research. Texas Sea Grant focuses on three primary interconnected activities: research, outreach and education. To learn more about us, please visit our website <https://texasseagrant.org/>.

What We Want

Are you passionate about supporting impactful research and fostering growth? Join our team at the Texas Sea Grant College Program as a Program Coordinator, where you'll provide essential administrative support to our Associate Director/Research Coordinator. You'll assist with the Texas Sea Grant Biennial Research Competition, support multiple graduate student fellowship and undergraduate internship annual competitions, maintain databases, and assist with program reporting. We're looking for someone with a degree in business or an administration-related field, 3-4 years of experience in research proposal/project administrative support, 2-3 years in research competition administration, experience with sponsored programs and state Sea Grant programs, and a background in higher education, governmental agencies, or non-profit organizations. If you're a collaborative team player with a passion for research and administration, we encourage you to apply and make a difference with us!

What You Need To Know

Compensation will be commensurate to the selected hire's experience.

A cover letter and resume are strongly recommended.

Qualifications

Required Education and Experience

- Bachelor's degree or equivalent combination of education and experience.
- Four years of related experience in research proposal/project administrative support, data collection, administration, review and reporting.

Required Knowledge, Skills, and Abilities

- Advanced ability to use spreadsheet, database and word processing programs, including Adobe Professional
- Ability to learn new online systems quickly; analytical, planning and organizational skills, with attention to detail; and excellent written and oral communications skills, with accuracy.

Preferred Education and Experience

- Master's degree in business or administration-related field.
- Three to four years' experience in research proposal/project administrative support.

- Two to three years' experience in research competition administration; sponsored programs experience; experience with a state Sea Grant program; and experience in higher education, other governmental agency, or non-profit organization.

Responsibilities

- Research Program Competition Administrative Support -Assists Research Coordinator with seasonal support including the Texas Sea Grant Biennial Research Competition and assisting with multiple, concurrent graduate student fellowship and undergraduate internship annual competitions. Reviews requirements on new federal fellowship funding opportunity guidelines during the fall, for working with the Texas Sea Grant Communications team to update the Texas Sea Grant Research Program funding online webpages, prior to the release of the notification of the funding opportunity to the Texas Sea Grant SG-RFP listserv for annual competitions. Assists with the TAMU InfoReady online proposal system and proposal development tasks in the fall in preparation of the upcoming Texas Sea Grant Research Competition. Proposal development tasks include collecting, collating, and processing researcher, graduate student fellowship and undergraduate student internship proposal applications, inviting reviewers, tracking reviews and results. Completes forms and updates project award worksheets using data from proposal documents.
- Database Administrative Support- Updates and maintains the researcher and peer reviewer contact databases from the existing database and the prior research competition and reconciles and updates the corresponding SG-RFP listserv. Updates the researcher contact database and SG-RFP listserv, by searching departments at institutions throughout Texas. Updates the Out-Of-State peer reviewer database from the existing database, with the prior research competition worksheets. Updates and maintains the student supported database, by adding/verifying students' grant/fellowship award data and adding data for students supported on researcher projects, as reported on the researcher's annual reports. Facilitates the tracking of all of the following: student dissertation thesis documents as a final project requirement and other publication types, researchers' students supported dissertation thesis documents and other publication types, as reported on the researchers' annual reports, and researchers' peer-reviewed publications and other publication types, as reported on the researchers' annual reports.
- Annual Reporting- Assists Research Coordinator with collecting, updating and reporting on the Research Program activities on an annual and cumulative basis, for both annual reporting and other queries, for the multiple projects of funded

researchers and students. Assists with researcher and fellowship project report review, for identifying and summarizing the National Sea Grant Program's defined report metrics, performance measures, and publication types. Ensures the following are all provided to the Texas Sea Grant Communications team, for submitting to the National Sea Grant Library throughout the reporting year: student dissertation thesis documents as a final project requirement and other publication types, researchers' students supported dissertation thesis documents and other publication types, as reported on the researchers' annual reports, and researchers' peer-reviewed publications and other publication types, as reported on the researchers' annual reports. Ensures final reports submitted by student Grants-In-Aid of Graduate Research projects have returned all unused funds above \$50.00 to Texas Sea Grant.

Why Texas A&M University?

We are a prestigious university with strong traditions, Core Values, and a community of caring and collaboration. Amenities associated with a major university, such as sporting and cultural events, state-of-the-art recreation facilities, the Bush Library and Museum, and much more await you. Experience all that a big city has to offer but with a reasonable cost-of-living and no long commutes.

- [Health, dental, vision, life and long-term disability insurance](#) with Texas A&M contributing to employee health and basic life premiums
- [12-15 days](#) of annual paid holidays
- Up to [eight hours of paid sick leave](#) and at least [eight hours of paid vacation each month](#)
- Automatically enrollment in the Teacher Retirement System of Texas
- Health and Wellness: [Free exercise programs and release time](#)
- Professional Development: All employees have access to free [LinkedIn Learning](#) training, webinars, and limited financial support to attend conferences, workshops, and more
- [Employee Tuition Assistance](#) and [Educational Release time](#) for completing a degree while a Texas A&M employee

Instructions to Applicants: *Applications received by Texas A&M University must either have all job application data entered or a resume attached. Failure to provide all job application data or a complete resume could result in an invalid submission and a rejected application. We encourage all applicants to upload a resume or use a LinkedIn profile to pre-populate the online application.*

All positions are security-sensitive. Applicants are subject to a criminal history investigation, and employment is contingent upon the institution's verification of credentials and/or other information required by the institution's procedures, including the completion of the criminal history check.

Equal Opportunity/Affirmative Action/Veterans/Disability Employer.