

BOARD OF REGENTS

POSITION ANNOUNCEMENT

ASSISTANT BoRSF GRANTS PROGRAM MANAGER

This position reports to the Assistant Commissioner for BoRSF Administration and the Deputy Commissioner for Sponsored Programs. The Assistant BoRSF Grants Program Manager provides support to the senior program managers of the Research & Development and Enhancement granting components of the Board of Regents Support Fund (BoRSF), including the Research Competitiveness Subprogram (RCS), Pilot Funding for New Research (Pfund) Component, Industrial Ties Research Subprogram (ITRS), and Proof-of-Concept/Prototyping Initiative (PoC/P), Awards to Louisiana Artists and Scholars (ATLAS), and Departmental Enhancement.

Responsibilities Include:

- Assisting with all aspects of running a competitive grants program, including
 - Developing Requests for Proposals (RFPs) and preparing them for publication;
 - Working with potential applicants to answer questions, provide programmatic information, and direct them to senior program managers as appropriate;
 - Supporting senior program managers in establishing expert review panels, including engaging consultants, drafting contracts/invoices, transmitting review documents, tracking review schedules and meetings, and assembling reports and recommendations;
 - Contracting and collecting executed materials for awarded projects; and
 - Assembling debriefing materials for all applicants after competitions are complete.
- Helping with collection, review and approval of contract reporting;
- Participating in staff discussions of program directions and the structure of the BoRSF as a whole;
- Joining appropriate professional development opportunities around granting and grants management; and
- Carrying out other duties as assigned in cooperation with the Deputy Commissioner, Assistant Commissioner, senior program managers, and other staff.

Minimum Qualifications:

- A bachelor's degree is required; some experience in working with competitive grants programs is strongly preferred.
- Excellent oral and written communication skills are necessary, complemented with collegiality, willingness to take direction, and ability to work effectively with diverse constituencies.
- Appropriate familiarity with business software, particularly the Microsoft Office suite, is required.

Interested applicants must apply via LA Careers at:

<https://www.governmentjobs.com/careers/louisiana/jobs/3260274/assistant-borsf-grants-program-manager?keywords=ASSISTANT%20BoRSF%20GRANTS%20PROGRAM%20MANAGER&pagetype=jobOpportunitiesJobs>