



UNIVERSITY OF CENTRAL FLORIDA  
STAFF CLASS SPECIFICATION

Job Title: Senior Grants Specialist  
Job Code: 056

Overtime Pay: Ineligible

Primary Responsibility

This is work assisting in coordinating research contract or grant activities for a unit.

Typical Tasks

Assists principal investigators and administrators in drafting, developing, and submitting contract or grant proposals.

Assists in developing, implementing, and monitoring contract or grant activities and procedures.

Interprets regulations and guidelines to insure requirements are met.

Assists with audit inquiries and investigations.

Drafts responses to auditors and granting agencies.

Analyzes the review, application, or administration of potential contract and grant programs.

Assists in contract or grant proposal negotiations.

Minimum Qualifications

A high school diploma and seven years of appropriate experience. Appropriate college coursework may substitute at an equivalent rate for the required experience.

For questions, please contact  
Compensation and Classification in Human Resources at  
[Comp@mail.UCF.edu](mailto:Comp@mail.UCF.edu)  
or call (407) 823-2771

UCF Human Resources website:  
<http://hr.ucf.edu>



UNIVERSITY OF CENTRAL FLORIDA  
STAFF CLASS SPECIFICATION

Job Title: Grants Specialist  
Job Code: 055

Overtime Pay: Eligible

Primary Responsibility

This is work performing research contract or grant support tasks.

Typical Tasks

Compiles and reviews contract and grant proposals for appropriate administrative and budgetary requirements.

Assists in implementing contract and grant budgets.

Serves in liaison with contract or grant sources.

Monitors daily contract or grant project activities.

Assists in reporting requirements.

Provides technical assistance during contract or grant negotiations.

Minimum Qualifications

A high school diploma and five years of appropriate experience. Appropriate college coursework may substitute at an equivalent rate for the required experience.

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UNIVERSITY OF CENTRAL FLORIDA  
STAFF CLASS SPECIFICATION

Job Title: Grants Assistant  
Job Code: 054

Overtime Pay: Eligible

Primary Responsibility

This is work assisting in contract or grant proposals or awards.

Typical Tasks

Assists in collecting and compiling data for proposal development and submission. Maintains files or reporting requirements for the fiscal, technical, and management of projects. Prepares letters and documents for extensions of existing projects and requirements for additional funds.

Minimum Qualifications

A high school diploma and four years of appropriate experience. Appropriate college coursework may substitute at an equivalent rate for the required experience.

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