

Ponce Health Sciences University (PHSU) invites applications for a **Grants Program Coordinator**, as a full-time position in the Ponce Research Institute.

PHSU is a private, bilingual center of higher education located in the southern coastal city of Ponce in Puerto Rico. PHSU has a dynamic research program that is currently undergoing a period of aggressive growth with the newly developed Ponce Research Institute, state of the art laboratories, and a well-established Ph.D. Program in Biomedical Sciences. The Institution currently receives ~\$10 million per year in research funds. We have a state-of-the-art Biomedical Animal Resource Facility, a Behavioral Neuroscience Core Facility, a Clinical Research Division, and a Molecular Core Facility. We are seeking an energetic team player to join the Office of Research Development. The individual will be expected to facilitate and administer proposal development, federal grant activities and/ or strategic partnerships with external partners. They will be responsible for maintaining an efficient and complete administrative record of all grant activities. In addition, they will support the grant program director and monitor the progress of grant-funded projects to ensure successful implementation in accordance with grant contract terms and agency requirements. The **Minimum Requirements for this position are:** Bachelor's degree from an accredited college or university and three-five years of professional work experience directly related to grants management, project management, and grant proposal development. The applicants must have 1) excellent analytical and organizational skills; 2) superb facilitation, marketing, and drafting skills, 3) Experience with budgeting and planning complex federally funded research programs, 4) be fully proficient in WORD, Excel, Power Point, and other related platforms, and 5) Excellent oral and written communication skills in English and Spanish. Review of candidates will begin immediately and will continue until position is filled. Send curriculum vitae, and names and addresses of three references to:

**Aixa Ramos**

Human Resources Department  
Ponce Health Sciences University  
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Ponce, Puerto Rico 00732  
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*The Ponce Health Sciences University is an Equal Opportunity/Affirmative Action Employer. Women and minorities are encouraged to apply.*