



## Nebraska Research Enterprise Apprenticeship Program Sponsored Programs Apprentice

- ✓ *Are you organized and detail oriented?*
- ✓ *Do you like to help others?*

If yes, then an apprenticeship with Sponsored Programs may be the right fit for you. The **Office of Sponsored Programs** supports the University of Nebraska-Lincoln community in obtaining and managing external funding to support research, creative, and scholarly activities. We provide pre-award and post-award services throughout the award life cycle. The Director of Sponsored Programs serves as the institutional official responsible for submitting, negotiating, and accepting awards on behalf of the Board of Regents.

### Responsibilities

The primary focus of this position is assisting the Sponsored Programs team with day-to-day administrative tasks including processing awards, nondisclosure agreements, and material transfer agreement, as well as performing financial management activities for gifts, grants and contracts received by UNL.

### Qualifications

Competitive applicants will have completed sophomore-level courses or higher and will be available to work in-person 15 to 20 hours per week throughout the academic year during standard office hours (8am-5pm Monday through Friday). Summer hours may be available. A two-year commitment is required.

Applicants must have:

- **Analytical Skills:** Able to analyze grant proposals, budgets, financial reports, and other documents to ensure compliance with sponsor guidelines and university policies.
- **Attention to Detail:** Able to meticulously review grant applications, contracts, and financial or other documents to identify errors and discrepancies.
- **Communication Skills:** Able to communicate effectively in writing and verbally with faculty, staff, and other stakeholders.
- **Problem-Solving Abilities:** Able to analyze issues and propose solutions to address them.
- **Organization and Time Management Skills:** Able to manage multiple projects simultaneously while maintaining accurate records and documentation.

The Sponsored Programs apprentice must be comfortable receiving and implementing feedback.

### Benefits

This is an excellent opportunity for students to embark on a career path in grant management. Students will receive training that provides them with highly marketable skills, including:

- Gaining an understanding of research administration principles, including grant management, compliance requirements, and best practices in sponsored programs.
- Acquiring skills in budget development, financial analysis, and managing grant funds to ensure compliance with sponsor guidelines and university policies.
- Cultivating a keen eye for detail in reviewing grant applications, contracts, budgets, and other documents to ensure accuracy and completeness.
- Developing skills in providing assistance and support to faculty, researchers, and other stakeholders, including answering inquiries, resolving issues, and fostering positive relationships.

*NREAP Apprentices will earn \$19.00 per hour in their first year with the possibility of a performance-based raise for the second year.*



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