



## **POSITION ANNOUNCEMENT: Program Specialist GRFP**

### **Position Overview**

The Program Specialist will support a project within the U.S. National Science Foundation (NSF) Graduate Research Fellowship Program (GRFP). Reporting to the Deputy Project Manager, this role provides administrative and technical assistance to the program. The ideal candidate will be a team player who can manage time independently and excel in a fast-paced, dynamic, and mission-driven environment.

This is a full-time remote position with benefits. The schedule may vary or be adjusted due to business demands or unforeseen circumstances. Occasional evenings and/or weekends may be required for special events or project completion. While primarily remote/telework, the role may require occasional travel for meetings, training events, and site visits.

### **Primary Duties**

Major Area of focus: Grants Management and Technical Assistance services.

- Communicates with reviewers, reference writers, and applicants to resolve their questions
- Coordinates with applicants and reference writers to facilitate the application process
- Coordinates with reviewers to facilitate the evaluation process
- Assists with compliance and eligibility check of application materials
- Assists with reviewer recruitment and panel development
- Assists with data collection
- Monitors communications that occur via the website, social media, and chats
- Distributes promotional materials
- Assists with outreach activities promoting the program to historically underserved institutions and conferences for minority students in science and engineering, targeting potential applicants and reviewers from groups underrepresented in science and engineering.
- Assists with new awardee onboarding
- Resolves applicant and reviewer program and system-related questions
- Communicates with reviewers, reference writers, and applicants
- Supports management of documentation library system
- Handle user inquiries and/or complaints and provide alternatives and/or solutions to ensure resolution of complaints.
- Assist Deputy Project Manager and team with special projects as the need arises.

## Minimum Qualifications

- Associates degree and three years relevant experience OR five years of relevant experience.
- **Possesses excellent oral, written, and interpersonal communication skills, with strong attention to detail and a commitment to delivering high-quality work**
- Excellent computer skills and proficiency in the use of Google platform applications, Microsoft Office (Word, Outlook, Excel, and Access), WordPress (or other web-based) content management system, and MailChimp (or other web-based) email system.
- Ability to obtain Public Trust security clearance required.

## Preferred Qualifications

- Bachelor's degree in related discipline and at least one year of relevant experience OR associate's degree and an additional four years of relevant experience.
- Academic experience is a plus

**Job Type:** Full Time, Remote

**Salary:** 51k - 64k

## What We Offer

- A fun, dynamic working environment with an energetic and diverse team.
- An inclusive culture where everyone is welcome.
- Competitive compensation commensurate with experience.
- Medical, Dental and Vision coverage.
- Short & Long Term Disability in addition to Life Insurance (company sponsored).
- 401k Retirement Savings Plan through ADP (After 3 months of employment).
- Paid Time Off (PTO)- Full Time Accrual.

## EEO

Lux is proud to be a minority-led, Equal Opportunity Employer. We're committed to building a diverse and inclusive workplace where everyone feels welcome and can bring their whole selves to work. We believe a team that reflects a variety of backgrounds and perspectives helps us better serve the needs of our customers and we celebrate diversity in all forms. As an Equal Opportunity Employer, we're committed to living out these values in all aspects of hiring, employee engagement and retention.

## Lux Consulting Group, Inc.

Lux Consulting Group, Inc. (Lux) is a dynamic, award-winning small business providing professional services to help government and non-government agencies run social and scientific

programs at the local, national and international levels. Lux operates as a remote/telework/virtual workplace with headquarters in Silver Spring, MD. Lux is an Equal Opportunity Employer.

### **How To Apply**

Interested candidates should submit a resume, references, and cover letter addressed to Dr. Dawn Richards, Deputy Project Manager, NSF GRFP, at [HR@luxcg.com](mailto:HR@luxcg.com). The cover letter should include the name of the position and start date availability. *Please note: Resumes submitted without a cover letter will not be considered.*

[www.luxcg.com/open-positions/](http://www.luxcg.com/open-positions/)