

Paid internship NOW with the potential to be hired full-time after graduation!

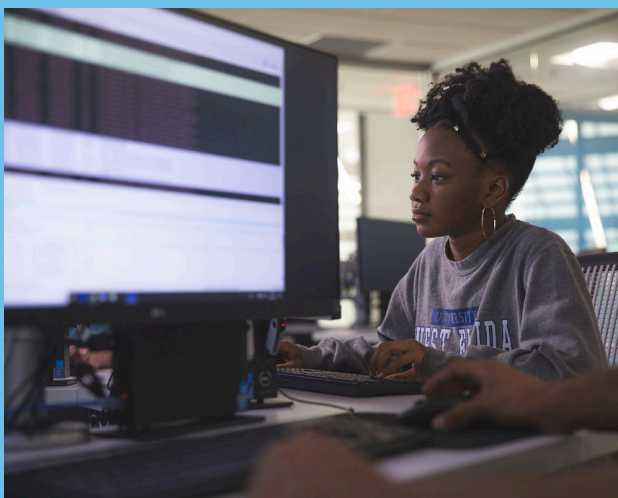
Apply now

Paid Part-Time Position



UWF Research Administration and Engagement Office Internship

20 hours/week



Apply today using the QR Code for the UWF Talent Catalyst's part-time paid positions. They are designed to provide hands-on, project-based experience while receiving mentoring and essential soft skills training.

If you are a **fulltime student in accounting, business, English or related fields**, and are interested in experiencing the research grant cycle, we encourage you to apply for this internship.

Juniors, Seniors and Masters students preferred!



The UWF Talent Catalyst program combines work experience, classes, mentoring, and essential professional soft skills development.

Email: workforcedevelopment@uwf.edu



UWF Talent Catalyst
UNIVERSITY of WEST FLORIDA

Job Description: Research Administrator Intern

Who We Are: The Research Administration and Engagement Office works with faculty to plan and submit research proposals to various sponsors such as federal, industry, and non-profits to accomplish UWF values. We are a customer-service-oriented office that strives to help our faculty find funding for their research as well as help them in the management of their external research funds. UWF values research because it enriches the learning environment of our students, provides solutions to problems in our region, and contributes to the well-being of our community.

Position Summary

The Research Administrator Intern will assist in the administrative and operational aspects of research projects. This role provides an opportunity to gain hands-on experience in research administration, including grant management (pre and post-award management), compliance, and project coordination. The intern will work closely with grants specialists, business managers, research teams, faculty, and external stakeholders to support the successful execution of research initiatives.

Key Responsibilities

- Assist in the preparation and submission of research proposals and grant applications.
- Assist in preparing financial reports and ensuring compliance with sponsor and institutional guidelines.
- Support the review, reconciliation, and projection of award finances.
- Review research project budgets and financial reports.
- Coordinate project activities, timelines, and deliverables.

Learning Objectives and Benefits:

- Gain experience and exposure to entry-level research administration roles
- Gain knowledge in federal regulations and cost principals
- Gain experience in grant and financial management
- Applicable soft skills will be gained to continue a career in research administration and beyond.

Qualifications:

- High School Graduate
- Currently enrolled in UWF undergraduate or graduate program
- Willingness and eagerness to learn