



PROGRAM SPECIALIST

NSF GRFP

Position Overview

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

The position is full-time with benefits. Schedule may vary or be adjusted due to business demand or unforeseen circumstances. Occasional evenings and/or weekends will likely be required for special events or project completion. The position is primarily remote/telework, although occasional travel to meetings, training events, and site visits may be required.

Essential Functions

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 inquires 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.
- Excellent oral written and interpersonal communication skills. Attention to detail and commitment to quality work delivery.

- 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 Associates Degree and an additional four years of relevant experience.

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.

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 6 months of employment)
- Paid Time Off (PTO)

EEO

Lux is proud to be a minority-led, Equal Opportunity Employer. We are 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 are committed to living out these values in all aspects of hiring, employee engagement and retention.

How To Apply

Interested candidates should submit a resume, references, and cover letter addressed to Dr. Brandy Huderson, Deputy Project Manager, NSF GRFP HR@luxcg.com and copy jobs@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/