



		ISSUED: 10/16/2018
TITLE: Grants & Contract Officer IV	SALARY TABLE: AP	CLASS CODE: PE369
UNION: P&A – Local 1979, U.A.W.	SALARY GRADE: 14	EEO CODE: 30
JOB GROUPING: RESEARCH ADMINISTRATION	FLSA: Exempt	EMPLOYEE CLASS: PE

POSITION PURPOSE

The Grant & Contract Officer IV is responsible for providing expertise and guidance to principal investigators, faculty and other staff members through the required cycle of grants, contracts or subcontracts. Serves as the liaison between principal investigators, sponsors, other Sponsored Program Administration teams, collaborators and/or other involved parties.

ESSENTIAL JOB FUNCTIONS

Collaborate with principal investigators, sponsors, faculty, university staff, and/or collaborators in grant or contract initiatives. Assist with grant or contract preparation and submission, making necessary revisions and ensuring proposal accuracy, completeness and timeliness. Provide expertise and guidance, ensuring grant and contract adherence to sponsor, government and/or University requirements.

Resolve grant or contract issues. Recommend alternative terms, conditions and/or language, ensuring adherence to government and University requirements; negotiate when appropriate. If necessary, escalate and/or collaborate with the Office of General Counsel and other relevant university departments to resolve issues.

Analyze and finalize proposal budgets ensuring alignment with sponsor’s guidelines.

Serve as the liaison between principal investigators, sponsors, other Sponsored Program Administration teams, collaborators and/or other involved parties. Field and respond to requests accordingly.

Provide related proposal and award administration training to involved parties.

Additional Grant Related Functions

Serve as the University’s Authorized Organizational Representative and authorize grant and contract proposal submissions.

Create, monitor and maintain funds and subfunds in the award and financial systems, ensuring information is accurate, complete, coded correctly and timely.

Additional Contract Related Functions

Create amendments to contracts, subcontracts and/or sub awards, ensuring all required changes, including but not limited to funding amounts, Statement of Work, re-budgets and dates.

Conduct the Uniform Guidance mandated Risk Assessment to assist in determining the potential risk of sub recipients for sub awards.

THIS DESCRIPTION IS INTENDED TO INDICATE THE KINDS OF TASKS AND LEVELS OF WORK DIFFICULTY THAT WILL BE REQUIRED OF POSITIONS THAT WILL BE GIVEN THIS TITLE AND SHALL NOT BE CONSTRUED AS DECLARING WHAT THE SPECIFIC DUTIES AND RESPONSIBILITIES OF ANY PARTICULAR POSITION SHALL BE. IT IS NOT INTENDED TO LIMIT OR IN ANY WAY MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT AND CONTROL THE WORK OF EMPLOYEES UNDER THEIR SUPERVISION. THE USE OF A PARTICULAR EXPRESSION OR ILLUSTRATION DESCRIBING DUTIES SHALL NOT BE HELD TO EXCLUDE OTHER DUTIES NOT MENTIONED THAT ARE OF SIMILAR KIND OR LEVEL OF DIFFICULTY.

MINIMUM QUALIFICATIONS

Bachelor's degree in accounting, business or related field or an equivalent combination of education and experience.

Three to five years' experience working in grant and/or contract administration, including grant or general accounting; experience in higher education grant administration preferred.

Knowledge of grant and/or contract administration best practices. Ability to interpret and apply grant and contract sponsor, University and departments requirements and/or policies.

Ability to exercise sound judgment. Detail oriented with ability to multi-task and work independently.

Ability to communicate professionally and effectively orally and in writing. Ability to effectively negotiate.

Proficient Microsoft Excel and computer software/databases skills.

ADDITIONAL COMMENTS

This classification is located exclusively in the Office of Sponsored Program Administration and reports to and receives work direction from a management level classification, i.e. Manager, Associate Director, Director, etc.