



		ISSUED: 7/31/2019
TITLE: Lead Grant/Contract Administrator	SALARY TABLE: AP	CLASS CODE: PE376
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

Performs pre-award activities which include assisting departmental faculty/PI in the development, preparation, and submission of grant and contract proposals. Serves as a key member of the College of Engineering’s Research Support Office and in partnership with Grant and Contract Administrators and the Research Associate Dean, works with faculty and research groups within the college on the preparation and submission of proposals to internal and external sponsors. This position reports to the Associate Director, Research Administration.

Essential Job Functions	% Time
Ensure all applications meet agency and university guidelines, published time tables and deadlines. Ensure proposals are entered and routed in a timely manner for further review; obtain necessary approvals as appropriate. Alert Business Affairs Officer, Associate Dean for Research, and/or the Dean when cost sharing or matching funding is involved.	30
Develop and implement standards, policies, and procedures for pre-award processes within the College, to ensure programs operate efficiently and present faculty research at its best.	20
Serve as liaison between faculty, sponsors, Sponsored Program Administration teams, collaborators and other involved parties. Triage and respond to requests. Investigate, monitor and communicate with faculty on new and potential sources of grant revenue in support of existing, planned, and contemplated programs	20
Train staff on pre-award process, University proposal systems, and pre-award policies. Provides consultation, advice, and direction to staff regarding grant and/or contracting issues and methods which will best meet legal requirements and objectives.	15
Attend conferences, workshops and informational development seminars and keep abreast of current trends and practices pertaining to pre award administration. Serve on college and University-wide committees.	10
Perform other related duties as assigned.	5

MINIMUM QUALIFICATIONS

Bachelor's Degree in business or related field or an equivalent combination of experience and education.
 Master's Degree preferred.

Minimum of 3-5 years’ experience related to grant and contract pre and/or post award activities and oversight, and preferably in a Dean's Office or large research department.

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.

Project Management: Ability to independently manage a variety of projects while ensuring appropriate tracking, quality control, follow-up and multiple deadlines are met. Strong time management.

Communication Skills: Ability to communicate clearly, concisely and professionally, both orally and in writing. Strong presentation and training skills.

Computer Skills: Proficient in Microsoft Office tools including Microsoft Word, Excel, and PowerPoint. Extensive knowledge of Banner FMS, COGNOS, COEUS and WSU Researcher Dashboard preferred.

Planning and Organizational Skills: Demonstrated capacity for multi-tasking, flexibility in face of changing priorities, and the ability to work independently as well as part of a team. Prioritize and plan work activities; adapt to changing conditions and develop strategies to achieve organizational goals.

Management Skills: Outstanding strategic thinking skills and problem solving abilities. Demonstrating success in training staff in methods and procedures. Strong mentoring and coaching skills. Proven ability to motivate people and foster collaborations, and inspire confidence to meet common objectives.

Analytical Skills: Ability to interpret and analyze financial reports or other quantitative reports and compile data if necessary in clear and concise format for management decision making.

WORKING CONDITIONS

ADDITIONAL COMMENTS

This is the leadership level where incumbents are responsible for providing functional direction and leadership for a group of grants and contracts administrators. Incumbents at this level have broad expertise in all aspects of sponsored program administration. They have seasoned skills and serve as a resource to management to identify and evaluate industry trends.