



ISSUED: 01/02, REVISED 1/11

TITLE: <u>Senior Grant/Contract Administrator</u>	SALARY	CLASS
	SCHEDULE: <u> B </u>	CODE: <u>PE342</u>
UNION: <u>P&A – Local 1979, U.A.W.</u>	SALARY	EEO
	GRADE: <u> 13 </u>	CODE: <u> 30 </u>
		E-
	FLSA: <u> Exempt </u>	CLASS: <u> PE </u>

POSITION PURPOSE

Coordinate sponsored program administrative functions for a School/College/Division or other unit¹ with large, complex sponsored projects. This includes fiscal and administrative review of sponsored grant and contract proposals; review and processing of agreements; and the management and processing of financial transactions. Position duties require knowledge of and experience in University accounting and budgeting and sponsored program administration.

ESSENTIAL JOB FUNCTIONS

- Coordinate both the pre and post award aspects of the sponsored project administration process for complex, multifaceted sponsored program proposals and other unit proposals for a School/College/Division or other unit¹ to ensure compliance with University, sponsor and other applicable policies, procedures, rules and regulations.
- Assist faculty in identifying funding opportunities and in preparing proposals to promote research and other sponsored grant activity. Review proposal budgets and narratives for compliance with University, sponsor and other applicable requirements; submit proposals to Sponsored Program Administration (SPA) to obtain required approvals.
- Review awarded grants and contracts in collaboration with SPA for fiscal and contractual content; review accompanying budgets for variance from proposal and to ensure funds are established appropriately in the University accounting system. Monitor expenditures to ensure compliance with University, sponsor and other applicable policies, procedures, rules and regulations; Assist faculty with budget transfers and project period extension requests; Monitor monthly payroll lists and authorize new accounts or payroll extensions; Review and coordinate close-out documents for sponsored projects.
- Serve as a resource to faculty and other staff within the unit by providing information and guidance on appropriate use of sponsored project funds. Serve as a primary liaison between principal investigators and SPA to identify and resolve problems as well as answer inquiries regarding University or funding agency guidelines, policies and procedures.
- Provide direct management over research funding.
- Develop and maintain databases for unit specific information utilizing University information systems. Perform financial analysis and prepare reports for School, College, Division or Department and central University administration on sponsored proposal, award, and expenditure activity. Update and maintain reference material on research funding sources.

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.

- Supervise non-exempt clerical and accounting support staff including assignment of duties, training in policies and procedures and monitoring performance.
- Perform other related work as assigned.

ADDITIONAL COMMENTS

This position requires seasoned specialized knowledge and experience in both pre and post award administration of sponsored grants and contracts and the ability to manage large, complex projects. Work activities require expertise in and accurate application of University accounting and budgeting and sponsored project administration policies, procedures and practices. Incumbents are expected to serve as subject matter experts and provide guidance to faculty and staff within the unit in the application of these policies, procedures and practices which includes the application and interpretation of grant and contract guidelines, policies and procedures to faculty, principal investigators, subordinate non-exempt and exempt staff. Supervision may be provided over non-exempt support staff. This position is located in a School, College, Division or Department grants administration area and reports to and receives assignments from a management level classification.

MINIMUM QUALIFICATIONS

- Bachelor's degree from an accredited college or university in Business or Public Administration or related field and considerable experience in grant and contract administration; or a Bachelor's degree from an accredited college or university in any field and optimal experience in grant and contract administration.
- Considerable accounting experience, with majority in sponsored project budgeting and accounting.
- Considerable experience in proposal preparation for both federal and other sponsored funding sources.
- Considerable experience in use of University information systems (e.g. Banner) and software used to track, analyze and present data (e.g. spreadsheets, charts, graphs).
- Experience in analysis of data and development of related reports and presentations.
- Reasonable supervisory experience.
- Demonstrated ability to independently manage a variety of projects while ensuring appropriate tracking, quality control, follow-up and multiple deadlines are met.
- Reasonable knowledge and understanding of implementing business process improvements.
- Ability to interpret, explain and apply complex rules, regulations and policies.
- Incumbents will typically have previous University experience as a Grant/Contract Administrator, Grant/Contract Officer or as a senior level Budget Analyst, Accountant or Administrative Assistant in a unit with significant sponsored project activity.

¹ A "unit" could be a Center, Institute, Department, or group of faculty/researchers.