AUBURN
Human Resources

# Coord I, Contracts & Grants

Job Description

## JOB INFORMATION

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|---|---|
| Job Code | DF06A |
| Job Description Title | Coord I, Contracts & Grants |
| Pay Grade | RE04 |
| Range Minimum | $35,820 |
| 33rd % | $40,600 |
| Range Midpoint | $42,990 |
| 67th % | $45,380 |
| Range Maximum | $50,150 |
| Exemption Status | Non-Exempt |
| Approved Date: | 1/1/1900 12:00:00 AM |
| Legacy Date Last Edited | 1/3/2012 |

## JOB FAMILY AND FUNCTION

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|---|---|
| Job Family: | Research |
| Job Function: | Sponsored Programs |

## JOB SUMMARY

Provides financial support at the Dept/Unit/College level for contracts and grants budgeting and adherence to Federal and University guidelines.

## RESPONSIBILITIES

- Reviews and processes contracts & grant proposal submissions from University faculty within the dept/unit/college to include ensuring allowable faculty commitment and budgeting.
- Maintains budget files and financial records of contracts, grants awards. May also be responsible for state and federal appropriations and auxiliary funds.
- Monitor allowable expenditures and generate financial reports for review and approval.
- Serves as dept/unit/college liaison with the University central office of Sponsored Programs.
- May prepare, process and code documents for financial transactions.
- May settle disputes with vendors.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

## SUPERVISORY RESPONSIBILITIES

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|---|---|
| Supervisory Responsibility | May supervise employees but supervision is not the main focus of the job. |

## MINIMUM QUALIFICATIONS

**To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.**

## MINIMUM EDUCATION & EXPERIENCE

| Education Level | Focus of Education | | Years of Experience | Focus of Experience | |
|---|---|---|---|---|---|
| High School Diploma or GED | High School Diploma or equivalent | and | 4 years of | experience in financial support services | |

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|---|---|
| Substitutions Allowed for Experience | Yes |
| *Substitution allowed for Experience: When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.* | |

## MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

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|---|---|
| Knowledge of extensive body of rules, precedents, procedures, applicable to administrative support work. | |

## MINIMUM LICENSES & CERTIFICATIONS

| Licenses/Certifications | Licenses/Certification Details | Time Frame | Required/ Desired | |
|---|---|---|---|---|
| None Required. | | | | |

## PHYSICAL DEMANDS & WORKING CONDITIONS

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|---|---|
| Physical Demands Category: | Other |

## PHYSICAL DEMANDS

| Physical Demand | Never | Rarely | Occasionally | Frequently | Constantly | Weight |
|---|---|---|---|---|---|---|
| Standing | | | X | | | |
| Walking | | | X | | | |
| Sitting | | | | X | | |
| Lifting | | | X | | | 25 lbs |
| Climbing | | X | | | | |
| Stooping/ Kneeling/ Crouching | | | X | | | |
| Reaching | | | | X | | |
| Talking | | | | X | | |
| Hearing | | | | X | | |
| Repetitive Motions | | | | X | | |
| Eye/Hand/Foot Coordination | | | X | | | |

## WORKING ENVIRONMENT

| Working Condition | Never | Rarely | Occasionally | Frequently | Constantly |
|---|---|---|---|---|---|
| Extreme cold | | X | | | |
| Extreme heat | | X | | | |
| Humidity | | X | | | |
| Wet | | X | | | |
| Noise | | | X | | |
| Hazards | | X | | | |

## WORKING ENVIRONMENT

| Working Condition | Never | Rarely | Occasionally | Frequently | Constantly |
|---|---|---|---|---|---|
| Temperature Change | | X | | | |
| Atmospheric Conditions | | X | | | |
| Vibration | | X | | | |

| **Vision Requirements:** |
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| Ability to see information in print and/or electronically. |