AUBURN
Human Resources

Coord II, Contracts & Grants

Job Description

JOB INFORMATION

Job Code	DF06B
Job Description Title	Coord II, Contracts & Grants
Pay Grade	RE05
Range Minimum	$37,830
33rd %	$44,130
Range Midpoint	$47,290
67th %	$50,440
Range Maximum	$56,740
Exemption Status	Non-Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	1/3/2012

JOB FAMILY AND FUNCTION

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

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	6 years of	Experience in contract and grant financial support services. Experience must include at least 2 years at the preceding level or equivalent.	

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

Knowledge of extensive body or 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

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