AUBURN
Human Resources

Subaward Officer I

Job Description

JOB INFORMATION

Job Code	HC02
Job Description Title	Subaward Officer I
Pay Grade	RE08
Range Minimum	$50,960
33rd %	$62,850
Range Midpoint	$68,790
67th %	$74,730
Range Maximum	$86,620
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	1/16/2024

JOB FAMILY AND FUNCTION

Job Family:	Research
Job Function:	Sponsored Programs

JOB SUMMARY

Maintains responsibility for all aspects of subaward administration at the institutional level throughout Auburn University, the Alabama Agricultural Experiment Station, and the Alabama Cooperative Extension System. These responsibilities, which are expected to be conducted with appropriate level of supervision, include subagreement creation, negotiation & modification, subrecipient monitoring, subrecipient invoicing, and providing regulatory, policy, and procedural guidance related to such activities. These responsibilities require frequent communication and engagement with stakeholders across campus and with federal, state, industry, nonprofit and other sponsoring entities.

RESPONSIBILITIES

- Prepares, reviews, and negotiates new subagreements (subawards/subcontracts) and subaward amendments with other universities, non-profit and for-profit entities as well as those funded with internal funds. Obtains all required documentation including, but not limited to, budgets, scope of work, prime award agreement, certifications, pertinent protocol documents, audits, and financial questionnaire. Confirms third party is identified correctly and is eligible to serve as a subrecipient before executing a subaward/subcontract; ensures the accuracy of financial information provided.
- Verifies applicable compliance requirements are adhered to as required (to include conflict-of-interest policy, responsible conduct of research, human subjects or vertebrate animals), in addition to any other compliance issues the Prime Sponsor may require and remains engaged in the process to ensure all issues are resolved. Analyzes budget to ensure sufficient coverage of obligated funds and ensures that they are encumbered correctly and prepared for payment when invoices are received.
- Responsible for processing of subaward invoices, including obtaining requisite approvals and coordination of submission of invoices to Procurement & Business Services (PBS) for payment. Monitors potential risks by the review of expenditures requested for reimbursement on subrecipient invoices.
- Performs subaward closeout in collaboration with Contracts & Grants Accounting (CGA), Procurement & Business Services (PBS) and the Office of Sponsored Programs (OSP) closeout administrator.
- Performs subrecipient monitoring functions to include, but not limited to, monitoring subagreements(subawards/subcontracts) to ensure compliance with subagreement's terms and federal, state and university laws, policies, and procedures; performs risk assessment for all subawards based upon risk assessment questionnaire and determines appropriate level of monitoring for the life of the subagreement. Reviews the subrecipient commitment form to ensure University is cognizant of, and protected from, issues and potential risks; reviews subrecipient's Single Audit reports and other related audits, writes management decisions when needed and follow-up on associated risk mitigation measures.

RESPONSIBILITIES

- Reviews and facilitates subagreement change requests including, but not limited to, re-budgeting, pre-award costs, carryover of unobligated balances, and no-cost-extensions. Prepares and maintains subaward records in electronic (or other required) format.
- Maintains basic knowledge of federal, state and non-profit sponsor regulations, policies, requirements, procedures and areas of interest.

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 be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

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	
Bachelor's Degree	STEM; Business Administration; Public Administration; Industrial/Organizational Psychology; Management; Law; Social Sciences; or a directly related and relevant degree/major from an accredited institution	and	0 years of	Experience in regulatory compliance, contract negotiation, research management, legal, or related field. Experience in a higher education environment, particularly interpreting laws and regulations, is desired.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Strong working knowledge of relevant university, state, and federal laws and regulations.	
Strong working knowledge of research administration in a University setting.	
Strong working knowledge of electronic systems for proposal submission and award and grant management.	
Demonstrated proficiency in verbal and written communication skills and reading comprehension.	
Ability to succeed in a high-volume, high-pressure, fast-paced environment to manage and prioritize a large task list with deadlines, interruptions, and competing priorities.	
Strong attention to detail and the ability to manage multiple tasks simultaneously.	
Demonstrated time management, critical thinking, organizational and customer service skills, and the ability to establish and maintain effective working relationships.	
Ability to complete tasks independently as contributions to a team effort; Demonstrated self-discipline and sound independent judgment in completing time-sensitive assignments.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
None Required.				
	Certified Research Administrator (CRA)		Desired	

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		Up to 10 pounds
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			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Vision Requirements:

Ability to see information in print and/or electronically.