AUBURN
Human Resources

Spec III, Contracts & Grants

Job Description

JOB INFORMATION

Job Code	KE05C
Job Description Title	Spec III, Contracts & Grants
Pay Grade	RE07
Range Minimum	$46,010
33rd %	$55,220
Range Midpoint	$59,820
67th %	$64,420
Range Maximum	$73,620
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	5/24/2011

JOB FAMILY AND FUNCTION

Job Family:	Research
Job Function:	Sponsored Programs

JOB SUMMARY

Provides support within a school/department/program for extramural projects including proposal development assistance, review and approval, award review, accounting, and contract and grant management.

RESPONSIBILITIES

- Assists with the acquisition, management, and reporting for sponsor funded equipment and materials while maintaining records and titles.
- Coordinates the execution of contract and grants terms and conditions.
- Assists in the administrative management of awards by approving and coordinating change orders, time extensions, budget reallocations, and monitoring reporting from inception to close-out on behalf of a school/department/program.
- Serve as liaison between faculty, staff, and sponsors to advise and/or assist with the preparation and submission of proposals, review documentation for compliance with University, legal, and cost accounting standards, and other guidelines.
- Processes and approves contract and grant related documents such as (but not limited to) subcontract invoices for payment to ensure the correct accounting and contractual elements are in place.
- Trains employees and/or conducts conferences/workshops in proposal development, electronic research administration, internal processes and procedures, agency requirements and award management.
- May write, edit, and proofread text of contracts and grants including reorganizing content for better flow, rewording for clarity, and editing to comply with APA of other style guidelines.
- May perform other accounting duties, as needed.

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	no specific degree	and	4 years of	experience in the administration of contracts and grants	

Substitutions Allowed for Education	Yes
Substitution allowed for Education: When a candidate has the required experience, but lacks the required education, they may normally apply additional relevant experience toward the education requirement, at a rate of two (2) years relevant experience per year of required education.	
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 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					
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			

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
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.