



JOB INFORMATION

Job Code	DF06A
Job Description Title	Coord I, Contracts & Grants
Pay Grade	RE04
Range Minimum	\$35,300
33rd %	\$40,000
Range Midpoint	\$42,360
67th %	\$44,710
Range Maximum	\$49,420
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.
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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 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	High School Diploma or equivalent	and	4 years of	experience in financial support services	

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 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

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:

Ability to see information in print and/or electronically.