
Auburn University Job Description

Job Title: **Subaward Officer I**

Grade RE08: \$47,300 - \$80,400

Job Code: **HC02**

FLSA status: Exempt

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.

Essential Functions

1. 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.
 2. 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.
 3. 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.
 4. Performs subaward closeout in collaboration with Contracts & Grants Accounting (CGA), Procurement & Business Services (PBS) and the Office of Sponsored Programs (OSP) closeout administrator.
 5. 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.
 6. 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.
 7. Maintains basic knowledge of federal, state and non-profit sponsor regulations, policies, requirements, procedures and areas of interest.
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Supervisory Responsibility

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

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.



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Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	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.
Experience (yrs.)	0	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.

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge

Strong working knowledge of relevant university, state and federal laws and regulations; Strong working knowledge of research administration in a University setting; and Strong working knowledge of electronic systems for proposal submission and award and grant management.

Certification or Licensure Requirements

None Required. Certified Research Administrator (CRA) preferred.

Pre-Employment Screening Requirements

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 completing time-sensitive assignments.

Physical Requirements/ADA

No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.

Externally imposed deadlines; set or revised on short notice; frequent shifts in priority; numerous interruptions requiring immediate attention; unusual pressure on a daily basis due to accountability for success for major projects or areas of operation.

Job frequently requires sitting, reaching, talking, hearing, handling objects with hands, and lifting up to 10 pounds.

Job occasionally requires standing, walking, climbing or balancing, stooping/kneeling/crouching/crawling, and lifting up to 50 pounds.

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Vision requirements: Ability to see information in print and/or electronically.

Date: 1/16/2024
