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## Auburn University Job Description

Job Title:	<b>Spec, Contracts and Grants</b>	Level I	Grade RE05 \$35,100 - \$52,700
Job Code:	<b>KE05</b>	Level II	Grade RE06 \$38,600 - \$57,900
FLSA status:	Exempt	Level III	Grade RE07 \$42,700 - \$68,300

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### 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.

### Essential Functions

1. Assists with the acquisition, management, and reporting for sponsor funded equipment and materials while maintaining records and titles.
2. Coordinates the execution of contract and grants terms and conditions.
3. 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.
4. 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.
5. 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.
6. Trains employees and/or conducts conferences/workshops in proposal development, electronic research administration, internal processes and procedures, agency requirements and award management.
7. 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 or other style guidelines.
8. May perform other accounting duties, as needed.

### 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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## Auburn University Job Description

### Job Family Levels

Level	Responsibility	Knowledge	Education and Experience*
I	Under immediate supervision, performs standard tasks using established methods, principles, concepts and procedures related to a specialized field. Judgments are made on routine matters of relatively small impact.	Knows fundamental concepts, practices and procedures of particular field of specialization.	Bachelor's degree in discipline appropriate to position with no experience.
II	Under close supervision, performs varied duties and assignments involving some judgment. Resolves routine questions or problems, referring only complex issues to higher level. Some evaluation, originality and ingenuity required.	Knows and applies fundamental concepts, practices, and procedures of particular field of specialization, with awareness of related fields.	Bachelor's degree in discipline appropriate to position plus 2 years experience. Experience must include at least 2 years at the preceding level or equivalent.
III	Under minimal supervision, performs complex assignments and fulfills broad responsibilities where required outcomes are defined, but methods and procedures may vary based on professional judgment or precedent. Considerable latitude for unreviewed action. Confers with supervisor on unusual matters. Coordinates the work of others on projects and may assign work to and assist less experienced professionals or support staff. May act in an advisory capacity to managers or faculty.	Possesses and applies a broad knowledge of principles, practices and procedures of a particular field of specialization to the completion of difficult assignments. Also possesses knowledge of related fields and areas of operation which affect, or are affected by, own area.	Bachelor's degree in discipline appropriate to position plus 4 years experience. Experience must include at least 2 years at the preceding level or equivalent.

\* See the "Minimum Required Education and Experience" section of the job description for any substitutions that may be allowed for education and experience.

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### Minimum Required Education and Experience

- Level I** Bachelor's degree in discipline appropriate to position with no experience.
- Level II** Bachelor's degree in discipline appropriate to position plus 2 years experience. Experience must include at least 2 years at the preceding level or equivalent.
- Level III** Bachelor's degree in discipline appropriate to position plus 4 years experience. Experience must include at least 2 years at the preceding level or equivalent.

#### Focus of Education

Degree in Business, Management, Finance, Accounting, or related field

#### Focus of Experience

Experience in the management of contracts and grants

#### Substitutions 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:

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 Required Knowledge

See Job Family Levels

#### Certification or Licensure Requirements:

None Required.

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### Physical Requirements/ADA

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

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires sitting, talking, hearing, handling objects with hands, .

Job occasionally requires standing, walking, reaching, stooping/kneeling/crouching/crawling, .

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

Date: 5/24/2011

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