

JOB INFORMATION

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|-------------------------|------------------------------|
| Job Code | KE05A |
| Job Description Title | Spec I, Contracts and Grants |
| Pay Grade | RE05 |
| Range Minimum | \$36,540 |
| 33rd % | \$42,630 |
| Range Midpoint | \$45,680 |
| 67th % | \$48,730 |
| Range Maximum | \$54,820 |
| Exemption Status | Exempt |
| Approved Date: | 1/1/1900 12:00:00 AM |
| Legacy Date Last Edited | 5/24/2011 |

JOB FAMILY AND FUNCTION

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|---------------|--------------------|
| 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.

SUPERVISORY RESPONSIBILITIES

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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. |
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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 | |
|-------------------|---|-----|---------------------|--|--|
| Bachelor's Degree | Degree in Business, Management, Finance, Accounting, or related field | And | 0 years of | Experience in the management 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 KNOWLEDGE, SKILLS, & ABILITIES

Knows fundamental concepts, practices and procedures of particular field of specialization.

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.