

Job Template: Grants and Contracts Assistant

Occupational Group	Administrative Services						
Job Family	Grants and Contracts						
Job Path	Grants and Contracts						
Job Title	Grants and Contracts Assistant						
Job Code	B30000	FLSA Status	E	Job Category	P	Job Level	1

P1: Level Standards

GENERAL ROLE

This level is accountable for directly providing service to any assigned work unit at the University. The service can focus on a single or a variety of job functions with varying degrees of independence.

Incumbents:

- Put into effect what is required by defined job duties and responsibilities following professional norms or established procedures and protocols for guidance.
- Assignments tend to be reoccurring and work outputs generally are delivered in a prescribed form/format.
- May alter the order in which work or a procedure is performed to improve efficiency and effectiveness.

INDEPENDENCE AND DECISION-MAKING

→ *Supervision Received*

- Works under supervision.
- Progress and outcomes are reviewed for consistency with instructions and established procedures.

→ *Context of Decisions*

- Determines the process of how work is to be done based on precedent, practice, and existing policy at the unit/office level.

→ *Job Controls*

- Receives some instructions with respect to details of most work assignments.

COMPLEXITY AND PROBLEM SOLVING

→ *Course of Resolution*

- Resolutions are typically generated by utilizing existing procedures or practice.
- Typically, problems can be quickly and relatively easily resolved.

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Job Title	Grants and Contracts Assistant						
Job Code	B30000	FLSA Status	E	Job Category	P	Job Level	1

→ *Measure of Creativity*

- Tasks or activities are reoccurring with emphasis typically on precision and timeliness of execution.

COMMUNICATION EXPECTATIONS

→ *Manner of Delivery and Content*

- Regularly provides information on finished materials to others.

SCOPE AND MEASURABLE EFFECT

- Actions regularly affect an individual, item, event, or incident, etc.
- Actions taken are generally done to meet reporting requirements or regulatory guidelines, or to satisfy internal checks and balances and/or existing standards.
- Incumbents indirectly promote the general welfare of students, faculty and staff, and safeguard the institution by playing an important role within a process.

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Job Code	B30000	FLSA Status	E	Job Category	P	Job Level	1

Job Template

GENERAL SUMMARY

Performs pre- and post-awards administrative duties related to the management of research grants.

REPORTING RELATIONSHIPS AND TEAM WORK

Works under supervision of a supervisor or manager.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this section is to list the primary, fundamental responsibilities of the job – that is, the duties that are central and vital to the role.

- Prepares faculty grant applications for submission, including drafting proposal documents, informing faculty of submission process, establishing a grant record, and drafting budgets.
- Monitors compliance with guidelines from awarding agencies and maintains familiarity with terms and conditions associated with grants and awards.
- Supports monitoring, tracking, and interpreting fiscal records for a portfolio of accounts including payroll records, purchasing, travel, and other disbursements to maintain compliance with grant policies.
- Communicates financial information regarding grant accounts to faculty members, including remaining balances, anticipated payroll expenses, and incoming funding.
- Analyzes and verifies transactions related to grants and contracts accounts such as invoices, travel, reimbursements, and requisitions.
- Maintains internal records of grant applications and information, including budget details, invoices, correspondences, submitted applications, budget justifications, etc.
- Meets with faculty to explain services, communicate financial information, and assist with accounts as needed.
- Maintains internal grant management database with grant submissions and related account information.
- Corresponds with administrators from other institutions and federal sponsor contacts.
- Performs related work as required.

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Job Code	B30000	FLSA Status	E	Job Category	P	Job Level	1

MINIMUM QUALIFICATIONS

- Bachelor’s degree in related field.
- Up to one year of related experience.

COMPETENCIES

Knowledge of:

- Financial regulations for federal and University funds
- Grant and University policies
- Microsoft Office and related software applications

Skill in:

- Planning and organization
- Developing and maintaining effective and appropriate working relationships
- Critical thinking, problem solving and analysis

Ability to:

- Meet established deadlines
- Communicate effectively through both oral and written means
- Respect diversity and work collaboratively with individuals of diverse cultural, social and educational backgrounds
- Run ad hoc reports on grant expenditures
- Maintain the confidentiality of information and professional boundaries
- Work independently to analyze available information, draw conclusions and understandings, and present such conclusions effectively to senior management

Job Template: Grants and Contracts Development Officer

Occupational Group	Administrative Services						
Job Family	Grants and Contracts						
Job Path	Grants and Contracts						
Job Title	Grants and Contracts Development Officer						
Job Code	B30001	FLSA Status	E	Job Category	P	Job Level	3

P3: Level Standards

GENERAL ROLE

This level is accountable for directly providing service to any assigned work unit at the University. The service can focus on a single or a variety of job functions with varying degrees of independence. Positions at this level may supervise student or support employees.

Incumbents:

- Put into effect what is required by defined job duties and responsibilities following professional norms or established procedures and protocols for guidance.
- Alter the order in which work or a procedure is performed to improve efficiency and effectiveness.
- Recommend or implement modifications to practices and procedures to improve efficiency and quality, directly affecting the specific office operation or departmental procedure or practice.

INDEPENDENCE AND DECISION-MAKING

→ *Supervision Received*

- Works under limited supervision.

→ *Context of Decisions*

- Utilizes general departmental guidelines to develop resolutions outside the standard practice.

→ *Job Controls*

- Possesses considerable freedom from technical and administrative oversight while the work is in progress.
- Defines standard work tasks within departmental policies, practices, and procedures to achieve outcomes.
- Serves as the advanced resource to whom more junior employees go to for technical guidance.

Job Template: Grants and Contracts Development Officer

Occupational Group	Administrative Services						
Job Family	Grants and Contracts						
Job Path	Grants and Contracts						
Job Title	Grants and Contracts Development Officer						
Job Code	B30001	FLSA Status	E	Job Category	P	Job Level	3

COMPLEXITY AND PROBLEM SOLVING

→ *Range of issues*

- Handles a variety of work situations that are cyclical in character, with occasionally complex situations.
- Issues are regularly varied.
- Problems tend to be technical or programmatic in nature.

→ *Course of Resolution*

- Assesses a variety of situations, and develops resolutions through choosing among options based on past practice or experience.

→ *Measure of Creativity*

- Issues are solvable through deep technical know-how and imaginative workarounds.
- Most of the obstacles, issues, or concerns encountered require considering alternative practice or policy interpretation.

COMMUNICATION EXPECTATIONS

→ *Manner of Delivery and Content*

- Regularly provides information on finished materials to others.

SCOPE AND MEASURABLE EFFECT

- Actions regularly affect an individual, item, event, or incident, etc.
- Actions taken are generally done to meet reporting requirements or regulatory guidelines, or to satisfy internal checks and balances and/or existing standards.
- Incumbents have an indirect impact on a larger action or process, such as serving as a single component in an approval process, where the process is “owned” by a different work unit.
- May be designated to guide or organize the work of several employees within the unit.

Job Template: Grants and Contracts Development Officer

Occupational Group		Administrative Services					
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Job Title		Grants and Contracts Development Officer					
Job Code	B30001	FLSA Status	E	Job Category	P	Job Level	3

Job Template

GENERAL SUMMARY

Assists in developing external funding sources to support new and existing programs in the department/school/division.

REPORTING RELATIONSHIPS AND TEAM WORK

Works under limited supervision of a supervisor or manager.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this section is to list the primary, fundamental responsibilities of the job – that is, the duties that are central and vital to the role.

- Oversees and facilitates efforts to secure sponsored project funds, including development of proposals, fund-raising projects, and programs.
- Explores, researches, and identifies appropriate funding sources consistent with department/school/division mission and goals.
- Provides technical assistance in developing grant and contract proposals compatible with department/school/division interests.
- Interprets application guidelines and advises pertinent parties regarding compliance with federal, state, University, and other agency regulations as they pertain to allowable costs.
- Assesses the capability to successfully compete for external funding. Identifies expertise and essential support systems within the department/school/division to successfully carry out funded projects.
- Works with appropriate fiscal administrator to review fiscal aspects of proposal to ensure compliance with funding agency guidelines, including salary, fringe benefits, purchase of equipment, matching funds required, etc.
- Monitors funded programs.
- Performs related work as required.

MINIMUM QUALIFICATIONS

- Bachelor’s degree in related field.
- Three to four years of related experience.

Job Template: Grants and Contracts Development Officer

Occupational Group	Administrative Services						
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Job Title	Grants and Contracts Development Officer						
Job Code	B30001	FLSA Status	E	Job Category	P	Job Level	3

COMPETENCIES

Knowledge of:

- Program and clientele served
- External funding sources and regulations
- Needs assessment, curriculum development, and evaluation methodology
- Microsoft Office and related software applications

Skill in:

- Planning and organization
- Developing and maintaining effective and appropriate working relationships
- Critical thinking, problem solving and analysis

Ability to:

- Meet established deadlines
- Communicate effectively through both oral and written means
- Respect diversity and work collaboratively with individuals of diverse cultural, social and educational backgrounds
- Maintain the confidentiality of information and professional boundaries
- Work independently to analyze available information, draw conclusions and understandings, and present such conclusions effectively to senior management

Job Template: Grants and Contracts Specialist

Occupational Group	Administrative Services						
Job Family	Grants and Contracts						
Job Path	Grants and Contracts						
Job Title	Grants and Contracts Specialist						
Job Code	B30002	FLSA Status	E	Job Category	P	Job Level	4

P4: Level Standards

GENERAL ROLE

This level is accountable for directly providing service to any assigned work unit at the University. The service can focus on a single or a variety of job functions with varying degrees of independence. Positions at this level may supervise student or support employees.

Incumbents:

- Put into effect what is required by defined job duties and responsibilities following professional norms or established procedures and protocols for guidance.
- Alter the order in which work or a procedure is performed to improve efficiency and effectiveness.
- Recommend or implement modifications to practices and procedures to improve efficiency and quality, directly affecting the specific office operation or departmental procedure or practice.

INDEPENDENCE AND DECISION-MAKING

→ *Supervision Received*

- Works under direction.

→ *Context of Decisions*

- Decisions should involve selecting an approach from among alternatives, timing when certain tasks should be performed, determining how to best use available resources, and other similar choices.
- Decisions require more coordination and collaboration among different sources, taking into consideration the roles and impact on work outside the immediate organization.

→ *Job Controls*

- Has the latitude to make decisions on projects that they are accountable for delivering on.
- Free to plan and carry out all phases of work assignments.

Job Template: Grants and Contracts Specialist

Occupational Group	Administrative Services						
Job Family	Grants and Contracts						
Job Path	Grants and Contracts						
Job Title	Grants and Contracts Specialist						
Job Code	B30002	FLSA Status	E	Job Category	P	Job Level	4

COMPLEXITY AND PROBLEM SOLVING

→ *Range of issues*

- Assignments are defined as less reoccurring or cyclical tasks, and primarily consist of development or refinement of programmatic or administrative objectives.

→ *Course of Resolution*

- Resolution and project completion require substantial planning and scheduling within the department in order to obtain and align resources when and where needed.

→ *Measure of Creativity*

- Problems are not amenable to strict technical resolution, requiring innovative thinking.

COMMUNICATION EXPECTATIONS

→ *Manner of Delivery and Content*

- Regularly provides information on finished materials to others.
- Diplomatically and effectively deliver information difficult to understand or in contrast with a student or customer's views.

SCOPE AND MEASURABLE EFFECT

- Incumbents may supervise a small homogenous department, with proportionate responsibility to perform daily responsibilities similar to the work of subordinate staff.
- Actions typically affect an individual, item, event, or incident, etc.
- Actions taken are generally done to meet reporting requirements or regulatory guidelines, or to satisfy internal checks and balances and/or existing standards.
- Incumbents are typically designated as a lead or frequently assigned project leadership roles within a specific administrative/programmatic function or specialty area.
- Generally, have a more direct impact on a larger action or process, such as serving as an approver in a process, where the process is “owned” by a different work unit.

Job Template: Grants and Contracts Specialist

Occupational Group	Administrative Services						
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Job Title	Grants and Contracts Specialist						
Job Code	B30002	FLSA Status	E	Job Category	P	Job Level	4

Job Template

GENERAL SUMMARY

Provides day-to-day management and oversight of a high-volume of funded projects/grant accounts.

REPORTING RELATIONSHIPS AND TEAM WORK

Works under direction of a supervisor or manager. Serves a lead worker to employees who perform similar functions.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this section is to list the primary, fundamental responsibilities of the job – that is, the duties that are central and vital to the role.

- Provides technical assistance, training, and advice to faculty, University Administration, and other professional staff on the preparation and submission of grant proposals.
- Reviews fiscal aspects of grant proposals to ensure fiscal compliance with federal and state statutes, University policy, and sponsor agency guidelines and requirements.
- Recommends solutions, re-budgets, and negotiates changes when conflicts arise with contract provisions or grant requirements.
- Interprets and prepares budgets and financial reports and processes financial transactions. Maintains records and writes and submits monthly research and scholarship informational reports.
- Assists in obtaining approvals necessary for sponsored grants, contracts, subcontracts, and other agreements. Serves as liaison between University administration, faculty, and granting agencies.
- Participates in policy discussions and recommends policy or procedural changes as appropriate to improve efficiency and effectiveness.
- Administers and maintains an awarded contract in compliance with University policies and contracted statutes, regulations, and procedures.
- Analyzes and resolves a variety of technical grant, financial, and contract problems.
- Performs related work as required.

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Job Title	Grants and Contracts Specialist						
Job Code	B30002	FLSA Status	E	Job Category	P	Job Level	4

MINIMUM QUALIFICATIONS

- Bachelor’s degree in related field.
- Four to five years of related experience.

COMPETENCIES

Knowledge of:

- Federal and state laws, regulatory requirements, and University policies governing the planning, application development, and management of research and program grants and contracts for universities
- University procedures and processes for grant applications
- Research administration
- Microsoft Office and related software applications

Skill in:

- Planning and organization
- Developing and maintaining effective and appropriate working relationships
- Critical thinking, problem solving and analysis

Ability to:

- Provide grant application technical assistance and training
- Communicate effectively through both oral and written means
- Respect diversity and work collaboratively with individuals of diverse cultural, social and educational backgrounds
- Interpret and communicate detailed grant program guidelines, policies, and procedures
- Write and interpret technical contract language
- Maintain the confidentiality of information and professional boundaries
- Work independently to analyze available information, draw conclusions and understandings, and present such conclusions effectively to senior management

Job Template: Grants and Contracts Manager

Occupational Group	Administrative Services						
Job Family	Grants and Contracts						
Job Path	Grants and Contracts						
Job Title	Grants and Contracts Manager						
Job Code	B30003	FLSA Status	E	Job Category	M	Job Level	6

M6: Level Standards

GENERAL ROLE

This level is accountable for providing management of a small- to moderate-sized office or department charged with providing a variety of cross-disciplinary services. Incumbents should generally have oversight of professional and non-professional staff, as well as business and/or administrative operations. Positions at this level do not exclusively serve as the supervisory level to only student employees

Incumbents:

- Modify practices and procedures to improve efficiency and quality of services delivered by subordinate staff.
- Ensure policies and procedures are followed and functions are carried out efficiently and correctly.
- Are accountable for setting goals and objectives for staff members to achieve operational objectives and service standards.
- Distribute work and monitor workload among staff.
- Evaluate and monitor the accuracy, quality, quantity, and timeliness of services and activities.
- May develop/enhance processes and procedures to improve efficiency or effectiveness of services, as a means to fulfill departmental or office initiatives.

INDEPENDENCE AND DECISION-MAKING

→ Supervision Received

- Works under direction.
- Seeks approvals when significant changes to process steps are considered and additional resources for task completion are required.

→ Context of Decisions

- Decisions are driven by departmental policy and procedures.
- Understands the smallest details of an assigned area.

→ Job Controls

- Free to plan and carry out all phases of work assignments, including the oversight of staff.

Job Template: Grants and Contracts Manager

Occupational Group	Administrative Services						
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Job Path	Grants and Contracts						
Job Title	Grants and Contracts Manager						
Job Code	B30003	FLSA Status	E	Job Category	M	Job Level	6

- Has the latitude to make daily operational decisions.

COMPLEXITY AND PROBLEM SOLVING

→ *Range of issues*

- Issues are readily identified but cannot be understood and fixed in simple cause-effect terms.
- Variables affecting the problem are generally known.

→ *Course of Resolution*

- Utilizing an understanding of best practices and the way similar units run elsewhere, convincingly recommends, develops, and implements capital and process improvements to the area.

→ *Measure of Creativity*

- Problems require integrative solutions such as how technologies, processes, resources, and people all fit together.

SCOPE AND MEASURABLE EFFECT

- Serve as a manager of a moderate-sized department or office charged with carrying out cross-disciplinary tasks or functions
- Actions regularly affect a department or an office-centric outcome with departmental impact.
- Actions generally have a direct impact on controlling such things as staff size and nature of work and scope of services.
- Actions may have high-risk compliance or safety implications.
- Performance results tend to relate to efficiency, degree of waste/cost overruns, quality/continuous improvement, timeliness, resource allocation/effectiveness, etc.

Job Template: Grants and Contracts Manager

Occupational Group	Administrative Services						
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Job Title	Grants and Contracts Manager						
Job Code	B30003	FLSA Status	E	Job Category	M	Job Level	6

Job Template

GENERAL SUMMARY

Manages sponsored program grants and contracts to ensure requirements are met and are in compliance with university and sponsor rules/regulations. Provides day-to-day guidance and high-quality customer service to faculty, department administrators, and sponsors in managing the post-award technical and financial aspects of their sponsored programs. Facilitates teamwork with pre-award and departmental staff.

REPORTING RELATIONSHIPS AND TEAM WORK

Works under direction of a manager. Manages professional and non-professional staff, as well as business and/or administrative operations of a moderate sized department of cross-disciplinary services.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this section is to list the primary, fundamental responsibilities of the job – that is, the duties that are central and vital to the role.

- Manages grant and contract award activities, including account set-up, compliance reviews, account reconciliation, expenditure reviews, financial reporting, and closeout.
- Oversees the work of assigned personnel, including assigning and reviewing work, providing guidance, and conducting performance evaluations.
- Serves as an expert resource to faculty, department support staff, direct reports, and others. Provides assistance with interpreting policies, award terms/conditions, regulations, and resolving complex issues related to grant and award proposals, submissions, guidelines, and other concerns.
- Serves as a member of the leadership team. Participates in establishing and updating office policies, procedures, processes, and initiatives.
- Works with auditors to respond to questions and findings regarding grants and contracts. Gathers and provides supporting reports/documentation to facilitate the reviews.
- Monitors compliance with grant, award, and sponsor guidelines, agreements, and policies.
- Serves as a liaison between departments and sponsoring agencies. Facilitates obtaining sponsor approvals.
- Keeps current with industry best practice, federal and state law, and sponsoring agencies' policies as they pertain to sponsored program activity.

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Job Code	B30003	FLSA Status	E	Job Category	M	Job Level	6

- Participates in national and local meetings, seminars, and workshops in the area of research.
- Performs related work as required.

MINIMUM QUALIFICATIONS

- Bachelor's degree in related field.
- Six to seven years of related experience.

COMPETENCIES

Knowledge of:

- Federal regulations, sponsor guidelines, and the Federal Office of Management and Budget Uniform Guidance as it relates to sponsored program activities
- University policies and procedures related to and affecting sponsored program activities
- University financial systems
- Principles and practices of employee supervision
- Microsoft Office and related software applications

Skill in:

- Planning and organization
- Developing and maintaining effective and appropriate working relationships
- Critical thinking, problem solving and analysis

Ability to:

- Develop financial reports
- Communicate effectively through both oral and written means
- Respect diversity and work collaboratively with individuals of diverse cultural, social and educational backgrounds
- Test and verify data during software upgrades and implementation
- Maintain the confidentiality of information and professional boundaries
- Work independently to analyze available information, draw conclusions and understandings, and present such conclusions effectively to senior management