**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 Receive*d

* 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.

*🡪 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.

**Job Template**

**GENERAL SUMMARY**

Performs pre and/or post-award administrative duties related to the management of research grants.

**REPORTING RELATIONSHIPS AND TEAM WORK**

Works under supervision of a supervisor or manager.

**ESSENTIAL DUTIES AND 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.*

* Assistsfaculty with the preparation of 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.

**MINIMUM QUALIFICATIONS**

* Bachelor’s degree in related field and one year of related experience; OR combination of education and 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