**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 Receive*d

* 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.

**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**

**GENERAL SUMMARY**

Provides day to day management and oversight for a high volume of pre and/or post award administration.

**REPORTING RELATIONSHIPS AND TEAMWORK**

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

**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.*

* Provides technical assistance, guidance, and advice to faculty, administrators, and other professional staff for sponsored project administration.
* Reviews financial and administrative aspects of proposals or transactions to ensure compliance with federal and state statutes, University policy, and sponsor guidelines and requirements.
* Assists in obtaining approvals necessary for grants, contracts, subcontracts, and other agreements. Serves as a liaison between investigators, academic units and other administrative offices. May assist investigators with routing and required authorizations related to the proposal.
* Recommends solutions, assists with re-budgets, and assists with other changes when conflicts arise with contract provisions or grant requirements.
* Following University policies, sponsor requirements and state and federal requirements, identifies and assists with resolving grant and contract issues pertaining to budget, cost sharing, fiscal, administrative, and procedural constraints, and other similar matters.
* Maintains records in accordance with University, state, federal, and sponsor requirements. Provides records as requested, collaborates with SPS leadership in response to audits.
* Actively assists in the management of awards including budgets, billing, payroll calculations, adjustments, project reporting, and other post-award activities while verifying compliance with university and sponsor requirements.
* May perform award closeouts by working with the investigator and other university offices for timely sponsor reports.
* May participate in policy and procedure discussions and recommend policy or procedural changes as appropriate to improve efficiency and effectiveness.
* May participate in the development and delivery of sponsored program training.
* Performs related work as required.

**MINIMUM QUALIFICATIONS**

* Bachelor’s degree in related field and four years of related experience, or an equivalent combination of education and 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