



Job Specification

Job Title: Grants and Contracts Officer I
BCAT Code: 445X AE
Pay Grade: G12

Effective Date: April 1, 2007
Revision Date: February 1, 2007
FLSA Status: Exempt

General Description

Manages the pre-award and post-award administration of sponsored research activities for over 100 proposals and awards within a college or other entity in GSU. This is an entry-level position.

Examples of Duties

- Assists the college or entity in developing grant proposals and budgets within compliance of federal, state, and local, and university guidelines.
- Administer agreements and develop contract negotiations between faculty and sponsoring agency.
- Acts as liaison between department heads, faculty, legal, Office of Research, and sponsoring agencies in the success of proposal submission.
- Maintains grant acquisition archives and records.
- Manages the process of daily flow of paper, electronic documents, and communications related to proposals and contracts.
- Maintains database, tracking all sponsored activities within the college or entity.
- Performs initial in-depth review of award documents and notification of award.
- Prepares grants and contract reports.
- Performs other related duties as assigned.

Knowledge, Skills, and Abilities

- Knowledge of grants and contracts, administrative and budget activities, processes, and procedures.
- Knowledge of basic computer operation and software (spreadsheets, databases, word processors, presentations).
- Ability to multi-task, pay attention to detail, and exhibit excellent customer service.
- Effective time management and organizational skills.
- Effective oral and verbal communication with external and internal customers.

Minimum GSU Hiring Standards

Bachelor's degree and two years of related experience, or a combination of education and experience.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.