



Job Specification

Job Title: Grants and Contracts Officer II
BCAT Code: 445X AG
Pay Grade: G14

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 200 proposals and awards within a college or other entity in GSU. This is a professional level position.

Examples of Duties

- Develops grant proposals and budgets within compliance of federal, state, local, and university guidelines for the college or entity.
- Administers agreements and develops contract negotiations between faculty, sponsoring agency, and regulatory agency.
- Acts as liaison between department heads, faculty, legal, Office of Research, and sponsoring agency in the success of proposal submission.
- Acquires and maintains knowledge of research activities, 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 in-depth review of award documents and notification of award throughout the whole grant and/or contract process.
- Designs and 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 three 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.