



**Job Specification**

**Job Title: Grants and Contracts Officer III**  
**BCAT Code: 445X AJ**  
**Pay Grade: G16**

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

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**General Description**

Manages the pre-award and post-award administration of sponsored research activities for over 300 proposals and awards within a college or other entity in GSU. This is an advanced level position.

**Examples of Duties**

- Develops and oversees grant proposals and budgets within compliance of federal, state, local, and university guidelines for the college or entity.
- Prepares and 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 agencies in the success of proposal submission.
- Acquires and maintains knowledge of research activities, grant acquisition archives, and records.
- Manages and oversees 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 four 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.*