



**Job Specification**

**Job Title: Sponsored Programs Officer, Senior**  
**BCAT Code: 445X AL**  
**Pay Grade: G18**

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

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**General Description**

Provides advanced level pre-award and post award administrative support and services to faculty and research administrators on federal, state, private profit and non-profit proposals and awards given to the University. This is the highest officer level within the Sponsored Programs Officer series. Duties are performed under minimal supervision.

**Examples of Duties**

- Provides technical assistance and guidance to faculty and administrators in the development and preparation of proposals.
- Provides supervision, team leadership, training, and mentoring to assigned staff.
- Reviews applications, proposals and awards documents for compliance with institutional and sponsoring agency requirements.
- Monitors regulatory and financial compliance through coordination with IRB, IACUC, Biosafety and Research Financial officers.
- Serves as point of contact for numerous web-based proposal and application submission systems.
- Works with sponsoring organizations to negotiate the terms and conditions of complex grants, contracts, and sub-recipient awards.
- Develops and processes no-cost extensions, subcontract agreements, and contract modifications.
- Prepares quarterly sponsored programs activity reports for distribution throughout the University.
- Monitors project technical reporting requirements as indicated by sponsoring organizations.
- Coordinates project closeout activities.
- Participates in training sessions for faculty and department administrators.
- Coordinates with Office of Research Financial Services to develop fiscal and programmatic reporting procedures to meet senior management and sponsor requirements.
- Performs other related duties as assigned/

**Knowledge, Skills and Abilities**

- Knowledge of federal regulations, funding policies, procedures and applicable local, state, federal and university regulations. (i.e. OMB circulars A-21, A-122, A-133, etc.)
- Strong interpersonal skills and the ability to work effectively with a wide range of constituencies in a diverse community.
- Ability to work effectively as a leader in a team environment.
- Proficiency with word processing, spreadsheets, and database software.
- Ability to work independently and engage in responsible decision-making.
- Ability to work effectively with electronic grants management systems
- Ability to communicate effectively verbally and in writing.
- Ability to multi-task in a deadline driven environment.

**Minimum GSU Hiring Standards**

Bachelor's degree in business administration, public administration, or closely related field with five (5) years experience in grants administration; or a combination of education and experience.  
Master's degree in business, public administration, or closely related field preferred.

*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.*