



Job Specification

Job Title: Sponsored Programs Officer
BCAT Code: 445X AN
Pay Grade: G16

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

General Description

Provides 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 entry-level officer position within the Sponsored Program Officer series. Duties are performed under general to minimal supervision.

Examples of Duties

- Provides technical assistance, support, and guidance to faculty and research administrators in the development and preparation of proposals and budgets.
- Assists and guide faculty and administrators in submitting proposals and other information via web-based ERA systems.
- Monitors regulatory and financial compliance through coordination with IRB, IACUC, Biosafety and Research Financial officers.
- Serves as institutional resources for information regarding rules, regulations, and policies of federal, state, the university and other sponsoring agencies.
- Verifies information in the internal proposal/awards tracking database.
- Develops and processes no cost extensions, subcontract agreements, and contract modifications.
- Prepares monthly sponsored programs activity reports for proposal and award reconciliations.
- Coordinates project closeout activities.
- Trains Sponsored Programs Specialists on internal policies, practices, and procedures.
- Assists in negotiating the terms and conditions of grants, contracts, and sub-recipient awards.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities

- Knowledge of federal, state, and University regulations, guidelines, and practices.
- Ability to work effectively in a team environment.
- Ability to communicate effectively verbally and in writing.
- Ability to multi-task in a deadline driven environment.
- Proficiency with word processing, spreadsheets, and database software.
- Ability to negotiate mutually desirable outcomes for the university and the sponsoring agency.
- Ability to work independently.

Minimum GSU Hiring Standards

Bachelor's degree in business administration, public administration, or closely related field with four (4) years experience in grants administration; 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.