

UNIVERSITY OF SOUTHERN CALIFORNIA
Contracts & Grants Assistant (Centralized)
Job Code: 121007

Grade: G
OT Eligible: Yes
Comp Approval: 7/11/2008

JOB SUMMARY:

Coordinates the reporting requirements and closeout of sponsored projects and provides administrative support to the Contract and Grant Operations Officer.

JOB ACCOUNTABILITIES:

***E/M/NA % TIME**

_____	_____	Inputs proposal tracking data to the Sponsored Projects Information System. Organizes and prepares documents for filing and completes certification requirements.
_____	_____	Coordinates interim reporting and final closeout requirements with Contract and Grant Administrators, Principal Investigators and appropriate University Offices.
_____	_____	Develops and enhances departmental resource and library materials and recommends improvements to operational system.
_____	_____	Distributes Notification of Award ensuring supporting documentation is in order.
_____	_____	Provides support services such as typing, distribution and report preparation for special projects generated by the department.
		Performs other related duties as assigned or requested. The University reserves the right to add or change duties at any time.

***Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.**

EMERGENCY RESPONSE/RECOVERY:

Essential: No
 Yes In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the employee's department's emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

JOB QUALIFICATIONS:

Minimum Education:

High School or equivalent

Minimum Experience:

2 Years

Minimum Field of Expertise:

Some experience in Contracts and Grants Administration

Skills: Administrative:

- Compute totals
- Coordinate work of others
- Establish filing systems
- Gather data
- Input data
- Maintain filing systems
- Prioritize different projects
- Research information
- Understand and apply policies and procedures
- Verify calculations

Skills: Machine:

- Calculator
- Personal Computer

Skills: Specialized Equipment:

- Electric can opener

Supervises: Level:

Supervises student, temporary and/or casual workers

Supervises: Nature of Work:

Clerical/Secretarial

SIGNATURES:

Employee: _____ Date: _____

Supervisor: _____ Date: _____

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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