

UNIVERSITY OF SOUTHERN CALIFORNIA
Contracts & Grants Administrator I (Centralized)
Job Code: 121011

Grade: H
OT Eligible: No
Comp Approval: 7/11/2008

JOB SUMMARY:

Interacts with faculty, University offices and external funding agencies to facilitate the exchange of information and provide services associated with pre and post-award administration of contracts and grants to assigned department(s).

JOB ACCOUNTABILITIES:

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

_____	_____	Acts as University representative to sponsoring agencies.
_____	_____	Reviews, critiques and submits for approval proposals for research, training and public service projects.
_____	_____	Follows through with agencies for award and funding. Negotiates awards and coordinates award documents.
_____	_____	Resolves pre and post-award administrative problems related to sponsored projects.
_____	_____	Provides post-award administrative support including expenditure approvals, accounting detail and reporting requirement information. Monitors for allowability on contracts, submits interim reports, and reviews and approves closeout documents.
_____	_____	Assists in the identification of external funding sources for sponsored research and training.
_____	_____	Advises on specific agency requirements and guidelines to assist faculty in the preparation and submission of proposals.
		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:

Related Undergraduate Study

Minimum Experience:

1 Year

Minimum Field of Expertise:

Contracts and Grants Administration

Preferred Education:

Bachelor's Degree

Preferred Experience:

2 Years

Skills: Other:

- Analysis
- Assessment/evaluation
- Budget control
- Communication -- written and oral skills
- Interpretation of policies/analyses/trends/etc.
- Knowledge of applicable laws/policies/principles/etc.
- Organization
- Planning
- Problem identification and resolution
- Scheduling

Skills: Machine:

- Calculator
- Personal Computer

Supervises: Level:

May oversee student, temporary and/or casual workers.

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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