

UNIVERSITY OF SOUTHERN CALIFORNIA
Contracts & Grants Administrator II (Centralized)
Job Code: 121015

Grade: J
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 departments.

JOB ACCOUNTABILITIES:

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

- | | | |
|-------|-------|--|
| _____ | _____ | Acts as the University's official representative to sponsoring agencies. |
| _____ | _____ | Advises on specific agency requirements and guidelines to assist faculty and their staff in the preparation and submission of proposals. |
| _____ | _____ | Reviews and recommends for approval proposals for research, training and public service projects. |
| _____ | _____ | Resolves pre and post-award administrative problems related to sponsored projects. |
| _____ | _____ | Provides a range of post-award administrative support including expenditure approvals and allowability and reporting requirement information. Coordinates the submission of notices and request to sponsors. Coordinates the submission of interim reports, and reviews and approves closeout documents. |
| _____ | _____ | Assists in the identification of external funding sources for sponsored research and training. |
| _____ | _____ | Composes complex research contracts and other related agreements. |
| _____ | _____ | Follows through with agencies for award and funding. Negotiates awards, establishes account numbers, and coordinates award documents. |
| _____ | _____ | Prepares, negotiates, and administers subawards. |
| _____ | _____ | Coordinates administration of unusually complex projects such as national research centers, oversees projects, and program projects |
| | | 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
- Combined experience/education as substitute for minimum education

Minimum Experience:

- 2 Years
- Combined education/experience as substitute for minimum experience

Minimum Field of Expertise:

- Contracts and Grants Administration

Preferred Education:

- Bachelor's Degree

Preferred Experience:

- 3 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.
- Negotiation
- Organization
- Planning
- Problem identification and resolution
- Project management
- Research
- 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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