

UNIVERSITY OF SOUTHERN CALIFORNIA
Contracts & Grants Administrator III (Centralized)
Job Code: 121019

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

JOB SUMMARY:

Acts as a principal administrator and team leader for contracts and grants. Interfaces with faculty, University offices and external funding agencies to facilitate the exchange of information and provide expert technical and administrative services associated with pre and post-award administration of contracts and grants to assigned department(s).

JOB ACCOUNTABILITIES:

<u>*E/M/NA</u>	<u>% TIME</u>	
_____	_____	Provides leadership and guidance to assigned administrators and conducts training as required to ensure professional currency.
_____	_____	Acts as University representative to sponsoring agencies.
_____	_____	Advises on specific agency requirements and guidelines to assist faculty in the preparation and submission of proposals.
_____	_____	Reviews, critiques and submits for approval proposals for research, training and public service projects.
_____	_____	Composes complex research contracts and other related agreements. Assists other Contract and Grant Administrators in this activity.
_____	_____	Follows through with agencies for award and funding. Negotiates complex 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.
_____	_____	Coordinates administration of unusually complex projects such as national research centers, oversees projects and subcontracts or consulting arrangements.
_____	_____	Assists in the identification of external funding sources for sponsored research and training.
_____	_____	Develops and implements security related procedures such as office opening and closing routines, recognition of duress signals and key controls. Coordinates security activities with University Public Safety Department. Promotes and maintains standards for security conscious awareness and behavior. Maintains knowledge of University's crime prevention and suppression programs and services. Ensures dissemination of security related information to staff.
		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:

3 Years
Combined education/experience as substitute for minimum experience

Minimum Field of Expertise:

Contracts and Grants Administration

Preferred Education:

Bachelor's Degree

Preferred Experience:

5 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.
Lead/Guidance Skills
Organization
Planning
Problem identification and resolution
Project management
Scheduling

Skills: Machine:

Calculator
Personal Computer

Supervises: Level:

Leads one or more employees performing similar work

Supervises: Nature of Work:

Professional/Paraprofessional

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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