

**UNIVERSITY OF SOUTHERN CALIFORNIA**  
**Departmental Contracts and Grants Coordinator**  
**Job Code: 121040**

---

<b>Grade:</b>	<b>I</b>
<b>OT Eligible:</b>	<b>No</b>
<b>Comp Approval:</b>	<b>12/1/1999</b>

---

**JOB SUMMARY:**

Interacts with Department of Contracts and Grants, other University offices and faculty to facilitate the exchange of information and provide services associated with pre and post-award administration of contracts and grants for a school or unit.

**JOB ACCOUNTABILITIES:**

**\*E/M/NA    % TIME**

- |       |       |  |
|-------|-------|--|
| _____ | _____ | Advises on specific agency requirements and guidelines to assist faculty and their staff in the preparation and submission of proposals.   |
| _____ | _____ | Reviews and submits to the Department of Contracts and Grants for approval proposals for research, training and public service projects.   |
| _____ | _____ | Assists with the resolution of pre and post-award administrative problems related to sponsored projects  |
| _____ | _____ | Provides post-award administrative support such as expenditure reviews and preparation of requests for budget changes and cost transfers, effort reports, check requests and requisitions. Provides accounting detail to faculty and administrators and assists investigators and Sponsored Projects Accounting as required in the preparation of reports. |
| _____ | _____ | Prepares budgets and other associated information for departments as necessary.  |
| _____ | _____ | Assists in the identification of external funding sources for sponsored research and training.   |
| _____ | _____ | Disseminates contracts and grants information regarding policies, procedures and guidelines. Interprets and ensures compliance with policies, procedures and guidelines.   |
| _____ | _____ | Coordinates administration of unusually complex projects such as national research centers and facilitates subcontract or consulting arrangements.   |
| _____ | _____ | Assists Department of Contracts and Grants in their role as University representative in sponsored project matters.  |
| _____ | _____ | Trains staff on proposal preparation and other contracts and grants responsibilities as needed.  |
| _____ | _____ | Maintains and participates in the development of a sponsored projects database. Provides status reports as requested.  |
|       |       | 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 experience or administrative support experience

**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.
- Organization
- Planning
- Problem identification and resolution
- Project management
- Research
- Scheduling
- Teaching/Training

**Skills: Machine:**

- Calculator
- Computer Network (Department or School)
- 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.

The University of Southern California is an Equal Opportunity Employer