Job Classification Specification

Grants and Contracts Professional 2

Position Summary

Requires knowledge and experience; still acquiring higher level knowledge and skills. Builds knowledge of the organization, processes and customers. Solves a range of straightforward problems. Analyzes possible solutions using standard procedures. Receives some guidance and direction.

TYPICAL TASKS (These examples do not include all possible tasks in this work and do not limit the assignment of related tasks in any position of this class.)

Conducts preliminary review of proposals from faculty and staff in area of agency responsibility for accuracy, completeness, and adherence to policies and procedures.

Responds to issues that arise from sponsor or the investigator prior to award.

Identifies special problems and collects information for discussion with senior staff.

May negotiate terms and conditions of incoming awards with sponsors to devise or alter terms as needed to minimize administrative burden, ensure proper costing and adherence to University policies while ensuring positive relationships with sponsoring agencies.

Reviews and approves all expenditure documents charged to the grant/contract and identifies problems.

Prepares reports of contracts or grants examination, establishing beginning and ending dates of awards, distributing funds into appropriate classifications and establishing account numbers.

Notes, as applicable, payment schedules of funds, narrative and financial reporting requirements, bases and rates of overhead charged as well as other terms and conditions of the award.

Serves as liaison to sponsoring agencies and University personnel on all questions regarding the administrative and accounting aspects of proposals and awarded projects.
Grants and Contracts Professional 2 (cont’d)

Operational Role

Puts into effect what is required by defined job duties and clear objectives following established procedures and protocols; can alter the order in which work is performed but usually not the expected end result which can be improved, but not qualitatively changed.

Scope of Measurable Impact

Actions tend to facilitate work outcomes that meet general reporting requirements, internal checks and balances, regulatory guidelines, or similar results that promote the welfare of students, faculty and staff and safeguard the institution by providing necessary inputs to others in the form of information or finished materials.

Independence and Decision-Making

Job holders are guided by general procedures and professional norms, with periodic checks on accuracy, quality and timeliness of outcomes.

Complexity and Problem Solving

Finds solutions to routine technical or operational problems; once problem is identified, solutions generally can be resolved using conventional or standard procedures.

Required Qualifications

BA/BS with at least 2 years of experience or a combination of related education and work experience to equal six years; position involves comparing, verifying and reconciling data to help department achieve overall objectives.

Effective 4/21/14