Job Classification Specification

Grants and Contracts Professional 3

Position Summary

Requires in-depth knowledge and experience. Solves complex problems; takes a new perspective using existing solutions. Works independently; receives minimal guidance. Acts as a resource for colleagues with less experience. Likely to act as an informal resource for colleagues with less experience. Represents the level at which career may stabilize for many years or even until retirement.

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.)

Assists prospective grantee in the identification and development of grant projects so that areas, if needed, are identified and addressed.

Writes narrative portion of grant proposals.

Coordinates the grants close out and record retention processes so that records summarizing fiscal and program activities are in order.

Provides assistance to University faculty and staff as needed on budget development, management, and reporting including questions of indirect cost calculations and applicability.

Manage subcontracts to other universities plus contracts for professional services.

Participates with Assistant Directors and Director in discussions with federal and other auditors. Provide assistance in the identification and/or resolution of audit problems.

Provides assistance to faculty, staff, and personnel from outside agencies in the identification and resolution of problems that result from all stages of sponsored research activity.

Assists Assistant Directors and Director with drafting of policy statements and other documents.
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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

Actions tend to be guided by schedules, due dates, and clear deliverables -- supervision only generally occurs when there are repeat problems or missed deadlines.

Complexity and Problem Solving

Issues are varied; problems tend to be technical in nature and are solvable through deep technical know-how and imaginative workarounds.

Required Qualifications

BA/BS plus at least 4 years of experience or a combination of related education and work experience to equal eight years; often the senior-most individual contributor in a department to whom other more junior employees go to for technical guidance.

Effective 4/21/14