Job Classification Specification

Grants and Contracts Professional 4

Position Summary

Recognized as an expert within the organization. Requires specialized depth and/or breadth of expertise. Interprets internal or external business issues and recommends solutions/best practices. Solves complex problems; takes a broad perspective to identify solutions. Works independently, with guidance in only the most complex situations.

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.)

Oversees pre and post award grant processes to include coordination, preparation, review and submission of proposals for sponsored grants and contracts.

Explores and finds potential funding opportunities from existing and new sources to bring to PI’s.

Serves as resource for faculty and other staff to educate and ensure proposals are developed and submitted following sponsor and university processes.

Reviews & analyzes data to solve problems including evaluation of the external research funding climate, identifying strategic areas of importance within the college and opportunities for collaboration outside the college, evaluating researchers’ needs, and using this information to develop appropriate policies and procedures.

Evaluates the technical merit of grants proposals and presents recommendations to grant award authorities.

Develops evaluation criteria for review of grant applications.

Prepares subcontracts. Negotiate the majority of complex contract/grant awards. Suggest potential sources of support.

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

Works under general supervision but usually is given the latitude to make decisions on projects that he/she is accountable for delivering on; decisions may involve selecting an approach from among alternatives, timing when certain tasks should be performed, determining how to best use available resources, and other similar choices.

Complexity and Problem Solving

Problems are often not solved with strict technical resolution; problem resolution and project completion involve substantial planning and scheduling in order to obtain and align resources when and where needed.

Required Qualifications

BA/BS and at least 5 years of experience or a combination of related education and work experience to equal nine years. Senior individual contributor who often is a designated lead or who frequently is assigned project leadership roles within a function or similarly-sized organization usually in the same discipline.

Effective 4/21/14