

## **Job Template: Grants and Contracts Assistant**

<b>Occupational Group</b>	Administrative Services
<b>Job Family</b>	Grants and Contracts
<b>Job Path</b>	Grants and Contracts
<b>Job Title</b>	<b>Grants and Contracts Assistant</b>
<b>Job Category: P</b>	<b>Job Level: 1</b>
<b>FLSA Status: E</b>	<b>Job Code: B30000</b>

### **P1: Level Standards**

#### **GENERAL ROLE**

This level is accountable for directly providing service to any assigned work unit at the University. The service can focus on a single or a variety of job functions with varying degrees of independence.

Incumbents:

- Put into effect what is required by defined job duties and responsibilities following professional norms or established procedures and protocols for guidance.
- Assignments tend to be reoccurring and work outputs generally are delivered in a prescribed form/format.
- May alter the order in which work or a procedure is performed to improve efficiency and effectiveness.

#### **INDEPENDENCE AND DECISION-MAKING**

→ *Supervision Received*

- Works under supervision.
- Progress and outcomes are reviewed for consistency with instructions and established procedures.

→ *Context of Decisions*

- Determines the process of how work is to be done based on precedent, practice, and existing policy at the unit/office level.

→ *Job Controls*

- Receives some instructions with respect to details of most work assignments.

#### **COMPLEXITY AND PROBLEM SOLVING**

→ *Course of Resolution*

- Resolutions are typically generated by utilizing existing procedures or practice.
- Typically, problems can be quickly and relatively easily resolved.

## **Job Template: Grants and Contracts Assistant**

<b>Occupational Group</b>	Administrative Services
<b>Job Family</b>	Grants and Contracts
<b>Job Path</b>	Grants and Contracts
<b>Job Title</b>	<b>Grants and Contracts Assistant</b>
<b>Job Category: P</b>	<b>Job Level: 1</b>
<b>FLSA Status: E</b>	<b>Job Code: B30000</b>

→ *Measure of Creativity*

- Tasks or activities are reoccurring with emphasis typically on precision and timeliness of execution.

### **COMMUNICATION EXPECTATIONS**

→ *Manner of Delivery and Content*

- Regularly provides information on finished materials to others.

### **SCOPE AND MEASURABLE EFFECT**

- Actions regularly affect an individual, item, event, or incident, etc.
- Actions taken are generally done to meet reporting requirements or regulatory guidelines, or to satisfy internal checks and balances and/or existing standards.
- Incumbents indirectly promote the general welfare of students, faculty and staff, and safeguard the institution by playing an important role within a process.

## **Job Template: Grants and Contracts Assistant**

<b>Occupational Group</b>	Administrative Services
<b>Job Family</b>	Grants and Contracts
<b>Job Path</b>	Grants and Contracts
<b>Job Title</b>	<b>Grants and Contracts Assistant</b>
<b>Job Category: P</b>	<b>Job Level: 1</b>
<b>FLSA Status: E</b>	<b>Job Code: B30000</b>

### **Job Template**

#### **GENERAL SUMMARY**

Performs pre- and post-awards administrative duties related to the management of research grants.

#### **REPORTING RELATIONSHIPS AND TEAM WOR**

Works under supervision of a supervisor or manager.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

*The intent of this section is to list the primary, fundamental responsibilities of the job – that is, the duties that are central and vital to the role.*

- Prepares faculty grant applications for submission, including drafting proposal documents, informing faculty of submission process, establishing a grant record, and drafting budgets.
- Monitors compliance with guidelines from awarding agencies and maintains familiarity with terms and conditions associated with grants and awards.
- Supports monitoring, tracking, and interpreting fiscal records for a portfolio of accounts including payroll records, purchasing, travel, and other disbursements to maintain compliance with grant policies.
- Communicates financial information regarding grant accounts to faculty members, including remaining balances, anticipated payroll expenses, and incoming funding.
- Analyzes and verifies transactions related to grants and contracts accounts such as invoices, travel, reimbursements, and requisitions.
- Maintains internal records of grant applications and information, including budget details, invoices, correspondences, submitted applications, budget justifications, etc.
- Meets with faculty to explain services, communicate financial information, and assist with accounts as needed.
- Maintains internal grant management database with grant submissions and related account information.
- Corresponds with administrators from other institutions and federal sponsor contacts.
- Performs related work as required.

## **Job Template: Grants and Contracts Assistant**

<b>Occupational Group</b>	Administrative Services
<b>Job Family</b>	Grants and Contracts
<b>Job Path</b>	Grants and Contracts
<b>Job Title</b>	<b>Grants and Contracts Assistant</b>
<b>Job Category: P</b>	<b>Job Level: 1</b>
<b>FLSA Status: E</b>	<b>Job Code: B30000</b>

### **MINIMUM QUALIFICATIONS**

- Bachelor's degree in related field.
- Up to one year of related experience.

### **COMPETENCIES**

#### **Knowledge of:**

- Financial regulations for federal and University funds
- Grant and University policies
- Microsoft Office and related software applications

#### **Skill in:**

- Planning and organization
- Developing and maintaining effective and appropriate working relationships
- Critical thinking, problem solving and analysis

#### **Ability to:**

- Meet established deadlines
- Communicate effectively through both oral and written means
- Respect diversity and work collaboratively with individuals of diverse cultural, social and educational backgrounds
- Run ad hoc reports on grant expenditures
- Maintain the confidentiality of information and professional boundaries
- Work independently to analyze available information, draw conclusions and understandings, and present such conclusions effectively to senior management

## **Job Template: Grants and Contracts Development Officer**

<b>Occupational Group</b>	Administrative Services
<b>Job Family</b>	Grants and Contracts
<b>Job Path</b>	Grants and Contracts
<b>Job Title</b>	<b>Grants and Contracts Development Officer</b>
<b>Job Category: P</b>	<b>Job Level: 3</b>
<b>FLSA Status: E</b>	<b>Job Code: B30001</b>

### **P3: Level Standards**

#### **GENERAL ROLE**

This level is accountable for directly providing service to any assigned work unit at the University. The service can focus on a single or a variety of job functions with varying degrees of independence. Positions at this level may supervise student or support employees.

Incumbents:

- Put into effect what is required by defined job duties and responsibilities following professional norms or established procedures and protocols for guidance.
- Alter the order in which work or a procedure is performed to improve efficiency and effectiveness.
- Recommend or implement modifications to practices and procedures to improve efficiency and quality, directly affecting the specific office operation or departmental procedure or practice.

#### **INDEPENDENCE AND DECISION-MAKING**

→ *Supervision Received*

- Works under limited supervision.

→ *Context of Decisions*

- Utilizes general departmental guidelines to develop resolutions outside the standard practice.

→ *Job Controls*

- Possesses considerable freedom from technical and administrative oversight while the work is in progress.
- Defines standard work tasks within departmental policies, practices, and procedures to achieve outcomes.
- Serves as the advanced resource to whom more junior employees go to for technical guidance.

## **Job Template: Grants and Contracts Development Officer**

<b>Occupational Group</b>	Administrative Services
<b>Job Family</b>	Grants and Contracts
<b>Job Path</b>	Grants and Contracts
<b>Job Title</b>	<b>Grants and Contracts Development Officer</b>
<b>Job Category: P</b>	<b>Job Level: 3</b>
<b>FLSA Status: E</b>	<b>Job Code: B30001</b>

### **COMPLEXITY AND PROBLEM SOLVING**

#### *→ Range of issues*

- Handles a variety of work situations that are cyclical in character, with occasionally complex situations.
- Issues are regularly varied.
- Problems tend to be technical or programmatic in nature.

#### *→ Course of Resolution*

- Assesses a variety of situations, and develops resolutions through choosing among options based on past practice or experience.

#### *→ Measure of Creativity*

- Issues are solvable through deep technical know-how and imaginative workarounds.
- Most of the obstacles, issues, or concerns encountered require considering alternative practice or policy interpretation.

### **COMMUNICATION EXPECTATIONS**

#### *→ Manner of Delivery and Content*

- Regularly provides information on finished materials to others.

### **SCOPE AND MEASURABLE EFFECT**

- Actions regularly affect an individual, item, event, or incident, etc.
- Actions taken are generally done to meet reporting requirements or regulatory guidelines, or to satisfy internal checks and balances and/or existing standards.
- Incumbents have an indirect impact on a larger action or process, such as serving as a single component in an approval process, where the process is “owned” by a different work unit.
- May be designated to guide or organize the work of several employees within the unit.

## **Job Template: Grants and Contracts Development Officer**

<b>Occupational Group</b>	Administrative Services
<b>Job Family</b>	Grants and Contracts
<b>Job Path</b>	Grants and Contracts
<b>Job Title</b>	<b>Grants and Contracts Development Officer</b>
<b>Job Category: P</b>	<b>Job Level: 3</b>
<b>FLSA Status: E</b>	<b>Job Code: B30001</b>

### **Job Template**

#### **GENERAL SUMMARY**

Assists in developing external funding sources to support new and existing programs in the department/school/division.

#### **REPORTING RELATIONSHIPS AND TEAMWORK**

Works under limited supervision of a supervisor or manager.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

*The intent of this section is to list the primary, fundamental responsibilities of the job – that is, the duties that are central and vital to the role.*

- Oversees and facilitates efforts to secure sponsored project funds, including development of proposals, fund-raising projects, and programs.
- Explores, researches, and identifies appropriate funding sources consistent with department/school/division mission and goals.
- Provides technical assistance in developing grant and contract proposals compatible with department/school/division interests.
- Interprets application guidelines and advises pertinent parties regarding compliance with federal, state, University, and other agency regulations as they pertain to allowable costs.
- Assesses the capability to successfully compete for external funding. Identifies expertise and essential support systems within the department/school/division to successfully carry out funded projects.
- Works with appropriate fiscal administrator to review fiscal aspects of proposal to ensure compliance with funding agency guidelines, including salary, fringe benefits, purchase of equipment, matching funds required, etc.
- Monitors funded programs.
- Performs related work as required.

#### **MINIMUM QUALIFICATIONS**

- Bachelor's degree in related field.
- Three to four years of related experience.

## **Job Template: Grants and Contracts Development Officer**

<b>Occupational Group</b>	Administrative Services
<b>Job Family</b>	Grants and Contracts
<b>Job Path</b>	Grants and Contracts
<b>Job Title</b>	<b>Grants and Contracts Development Officer</b>
<b>Job Category: P</b>	<b>Job Level: 3</b>
<b>FLSA Status: E</b>	<b>Job Code: B30001</b>

### **COMPETENCIES**

#### **Knowledge of:**

- Program and clientele served
- External funding sources and regulations
- Needs assessment, curriculum development, and evaluation methodology
- Microsoft Office and related software applications

#### **Skill in:**

- Planning and organization
- Developing and maintaining effective and appropriate working relationships
- Critical thinking, problem solving and analysis

#### **Ability to:**

- Meet established deadlines
- Communicate effectively through both oral and written means
- Respect diversity and work collaboratively with individuals of diverse cultural, social and educational backgrounds
- Maintain the confidentiality of information and professional boundaries
- Work independently to analyze available information, draw conclusions and understandings, and present such conclusions effectively to senior management



## **Job Template: Grants and Contracts Specialist**

<b>Occupational Group</b>	Administrative Services
<b>Job Family</b>	Grants and Contracts
<b>Job Path</b>	Grants and Contracts
<b>Job Title</b>	<b>Grants and Contracts Specialist</b>
<b>Job Category: P</b>	<b>Job Level: 4</b>
<b>FLSA Status: E</b>	<b>Job Code: B30002</b>

### **P4: Level Standards**

#### **GENERAL ROLE**

This level is accountable for directly providing service to any assigned work unit at the University. The service can focus on a single or a variety of job functions with varying degrees of independence. Positions at this level may supervise student or support employees.

Incumbents:

- Put into effect what is required by defined job duties and responsibilities following professional norms or established procedures and protocols for guidance.
- Alter the order in which work or a procedure is performed to improve efficiency and effectiveness.
- Recommend or implement modifications to practices and procedures to improve efficiency and quality, directly affecting the specific office operation or departmental procedure or practice.

#### **INDEPENDENCE AND DECISION-MAKING**

→ *Supervision Received*

- Works under direction.

→ *Context of Decisions*

- Decisions should 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.
- Decisions require more coordination and collaboration among different sources, taking into consideration the roles and impact on work outside the immediate organization.

→ *Job Controls*

- Has the latitude to make decisions on projects that they are accountable for delivering on.
- Free to plan and carry out all phases of work assignments.

## **Job Template: Grants and Contracts Specialist**

<b>Occupational Group</b>	Administrative Services
<b>Job Family</b>	Grants and Contracts
<b>Job Path</b>	Grants and Contracts
<b>Job Title</b>	<b>Grants and Contracts Specialist</b>
<b>Job Category: P</b>	<b>Job Level: 4</b>
<b>FLSA Status: E</b>	<b>Job Code: B30002</b>

### **COMPLEXITY AND PROBLEM SOLVING**

→ *Range of issues*

- Assignments are defined as less reoccurring or cyclical tasks, and primarily consist of development or refinement of programmatic or administrative objectives.

→ *Course of Resolution*

- Resolution and project completion require substantial planning and scheduling within the department in order to obtain and align resources when and where needed.

→ *Measure of Creativity*

- Problems are not amenable to strict technical resolution, requiring innovative thinking.

### **COMMUNICATION EXPECTATIONS**

→ *Manner of Delivery and Content*

- Regularly provides information on finished materials to others.
- Diplomatically and effectively deliver information difficult to understand or in contrast with a student or customer's views.

### **SCOPE AND MEASURABLE EFFECT**

- Incumbents may supervise a small homogenous department, with proportionate responsibility to perform daily responsibilities similar to the work of subordinate staff.
- Actions typically affect an individual, item, event, or incident, etc.
- Actions taken are generally done to meet reporting requirements or regulatory guidelines, or to satisfy internal checks and balances and/or existing standards.
- Incumbents are typically designated as a lead or frequently assigned project leadership roles within a specific administrative/programmatic function or specialty area.

## **Job Template: Grants and Contracts Specialist**

<b>Occupational Group</b>	Administrative Services
<b>Job Family</b>	Grants and Contracts
<b>Job Path</b>	Grants and Contracts
<b>Job Title</b>	<b>Grants and Contracts Specialist</b>
<b>Job Category: P</b>	<b>Job Level: 4</b>
<b>FLSA Status: E</b>	<b>Job Code: B30002</b>

- Generally, have a more direct impact on a larger action or process, such as serving as an approver in a process, where the process is “owned” by a different work unit.

## **Job Template: Grants and Contracts Specialist**

<b>Occupational Group</b>	Administrative Services
<b>Job Family</b>	Grants and Contracts
<b>Job Path</b>	Grants and Contracts
<b>Job Title</b>	<b>Grants and Contracts Specialist</b>
<b>Job Category: P</b>	<b>Job Level: 4</b>
<b>FLSA Status: E</b>	<b>Job Code: B30002</b>

### **Job Template**

#### **GENERAL SUMMARY**

Provides day-to-day management and oversight of a high-volume of funded projects/grant accounts.

#### **REPORTING RELATIONSHIPS AND TEAMWORK**

Works under direction of a supervisor or manager. Serves a lead worker to employees who perform similar functions.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

*The intent of this section is to list the primary, fundamental responsibilities of the job – that is, the duties that are central and vital to the role.*

- Provides technical assistance, training, and advice to faculty, University Administration, and other professional staff on the preparation and submission of grant proposals.
- Reviews fiscal aspects of grant proposals to ensure fiscal compliance with federal and state statutes, University policy, and sponsor agency guidelines and requirements.
- Recommends solutions, re-budgets, and negotiates changes when conflicts arise with contract provisions or grant requirements.
- Interprets and prepares budgets and financial reports and processes financial transactions. Maintains records and writes and submits monthly research and scholarship informational reports.
- Assists in obtaining approvals necessary for sponsored grants, contracts, subcontracts, and other agreements. Serves as liaison between University administration, faculty, and granting agencies.
- Participates in policy discussions and recommends policy or procedural changes as appropriate to improve efficiency and effectiveness.
- Administers and maintains an awarded contract in compliance with University policies and contracted statutes, regulations, and procedures.
- Analyzes and resolves a variety of technical grant, financial, and contract problems.
- Performs related work as required.

## **Job Template: Grants and Contracts Specialist**

<b>Occupational Group</b>	Administrative Services
<b>Job Family</b>	Grants and Contracts
<b>Job Path</b>	Grants and Contracts
<b>Job Title</b>	<b>Grants and Contracts Specialist</b>
<b>Job Category: P</b>	<b>Job Level: 4</b>
<b>FLSA Status: E</b>	<b>Job Code: B30002</b>

### **MINIMUM QUALIFICATIONS**

- Bachelor's degree in related field.
- Four to five years of related experience.

### **COMPETENCIES**

#### **Knowledge of:**

- Federal and state laws, regulatory requirements, and University policies governing the planning, application development, and management of research and program grants and contracts for universities
- University procedures and processes for grant applications
- Research administration
- Microsoft Office and related software applications

#### **Skill in:**

- Planning and organization
- Developing and maintaining effective and appropriate working relationships
- Critical thinking, problem solving and analysis

#### **Ability to:**

- Provide grant application technical assistance and training
- Communicate effectively through both oral and written means
- Respect diversity and work collaboratively with individuals of diverse cultural, social and educational backgrounds
- Interpret and communicate detailed grant program guidelines, policies, and procedures
- Write and interpret technical contract language
- Maintain the confidentiality of information and professional boundaries
- Work independently to analyze available information, draw conclusions and understandings, and present such conclusions effectively to senior management

## Job Template: Grants and Contracts Manager

<b>Occupational Group</b>	Administrative Services
<b>Job Family</b>	Grants and Contracts
<b>Job Path</b>	Grants and Contracts
<b>Job Title</b>	<b>Grants and Contracts Manager</b>
<b>Job Category: M</b>	<b>Job Level: 6</b>
<b>FLSA Status: E</b>	<b>Job Code: B30003</b>

### **M6: Level Standards**

#### **GENERAL ROLE**

This level is accountable for providing management of a small- to moderate-sized office or department charged with providing a variety of cross-disciplinary services. Incumbents should generally have oversight of professional and non-professional staff, as well as business and/or administrative operations. Positions at this level do not exclusively serve as the supervisory level to only student employees

Incumbents:

- Modify practices and procedures to improve efficiency and quality of services delivered by subordinate staff.
- Ensure policies and procedures are followed and functions are carried out efficiently and correctly.
- Are accountable for setting goals and objectives for staff members to achieve operational objectives and service standards.
- Distribute work and monitor workload among staff.
- Evaluate and monitor the accuracy, quality, quantity, and timeliness of services and activities.
- May develop/enhance processes and procedures to improve efficiency or effectiveness of services, as a means to fulfill departmental or office initiatives.

#### **INDEPENDENCE AND DECISION-MAKING**

→ *Supervision Received*

- Works under direction.
- Seeks approvals when significant changes to process steps are considered and additional resources for task completion are required.

→ *Context of Decisions*

- Decisions are driven by departmental policy and procedures.
- Understands the smallest details of an assigned area.

→ *Job Controls*

## **Job Template: Grants and Contracts Manager**

<b>Occupational Group</b>	Administrative Services
<b>Job Family</b>	Grants and Contracts
<b>Job Path</b>	Grants and Contracts
<b>Job Title</b>	<b>Grants and Contracts Manager</b>
<b>Job Category: M</b>	<b>Job Level: 6</b>
<b>FLSA Status: E</b>	<b>Job Code: B30003</b>

- Free to plan and carry out all phases of work assignments, including the oversight of staff.
- Has the latitude to make daily operational decisions.

### **COMPLEXITY AND PROBLEM SOLVING**

#### *→ Range of issues*

- Issues are readily identified but cannot be understood and fixed in simple cause-effect terms.
- Variables affecting the problem are generally known.

#### *→ Course of Resolution*

- Utilizing an understanding of best practices and the way similar units run elsewhere, convincingly recommends, develops, and implements capital and process improvements to the area.

#### *→ Measure of Creativity*

- Problems require integrative solutions such as how technologies, processes, resources, and people all fit together.

### **SCOPE AND MEASURABLE EFFECT**

- Serve as a manager of a moderate-sized department or office charged with carrying out cross-disciplinary tasks or functions
- Actions regularly affect a department or an office-centric outcome with departmental impact.
- Actions generally have a direct impact on controlling such things as staff size and nature of work and scope of services.
- Actions may have high-risk compliance or safety implications.
- Performance results tend to relate to efficiency, degree of waste/cost overruns, quality/continuous improvement, timeliness, resource allocation/effectiveness, etc.

## Job Template: Grants and Contracts Manager

<b>Occupational Group</b>	Administrative Services
<b>Job Family</b>	Grants and Contracts
<b>Job Path</b>	Grants and Contracts
<b>Job Title</b>	<b>Grants and Contracts Manager</b>
<b>Job Category: M</b>	<b>Job Level: 6</b>
<b>FLSA Status: E</b>	<b>Job Code: B30003</b>

### Job Template

#### GENERAL SUMMARY

Manages sponsored program grants and contracts to ensure requirements are met and are in compliance with university and sponsor rules/regulations. Provides day-to-day guidance and high-quality customer service to faculty, department administrators, and sponsors in managing the post-award technical and financial aspects of their sponsored programs. Facilitates teamwork with pre-award and departmental staff.

#### REPORTING RELATIONSHIPS AND TEAMWORK

Works under direction of a manager. Manages professional and non-professional staff, as well as business and/or administrative operations of a moderate sized department of cross-disciplinary services.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

*The intent of this section is to list the primary, fundamental responsibilities of the job – that is, the duties that are central and vital to the role.*

- Manages grant and contract award activities, including account set-up, compliance reviews, account reconciliation, expenditure reviews, financial reporting, and closeout.
- Oversees the work of assigned personnel, including assigning and reviewing work, providing guidance, and conducting performance evaluations.
- Serves as an expert resource to faculty, department support staff, direct reports, and others. Provides assistance with interpreting policies, award terms/conditions, regulations, and resolving complex issues related to grant and award proposals, submissions, guidelines, and other concerns.
- Serves as a member of the leadership team. Participates in establishing and updating office policies, procedures, processes, and initiatives.
- Works with auditors to respond to questions and findings regarding grants and contracts. Gathers and provides supporting reports/documentation to facilitate the reviews.
- Monitors compliance with grant, award, and sponsor guidelines, agreements, and policies.
- Serves as a liaison between departments and sponsoring agencies. Facilitates obtaining sponsor approvals.



## **Job Template: Grants and Contracts Manager**

<b>Occupational Group</b>	Administrative Services
<b>Job Family</b>	Grants and Contracts
<b>Job Path</b>	Grants and Contracts
<b>Job Title</b>	<b>Grants and Contracts Manager</b>
<b>Job Category: M</b>	<b>Job Level: 6</b>
<b>FLSA Status: E</b>	<b>Job Code: B30003</b>

- Keeps current with industry best practice, federal and state law, and sponsoring agencies' policies as they pertain to sponsored program activity.
- Participates in national and local meetings, seminars, and workshops in the area of research.
- Performs related work as required.

### **MINIMUM QUALIFICATIONS**

- Bachelor's degree in related field.
- Six to seven years of related experience.

### **COMPETENCIES**

#### **Knowledge of:**

- Federal regulations, sponsor guidelines, and the Federal Office of Management and Budget Uniform Guidance as it relates to sponsored program activities
- University policies and procedures related to and affecting sponsored program activities
- University financial systems
- Principles and practices of employee supervision
- Microsoft Office and related software applications

#### **Skill in:**

- Planning and organization
- Developing and maintaining effective and appropriate working relationships
- Critical thinking, problem solving and analysis

#### **Ability to:**

- Develop financial reports
- Communicate effectively through both oral and written means
- Respect diversity and work collaboratively with individuals of diverse cultural, social and educational backgrounds
- Test and verify data during software upgrades and implementation
- Maintain the confidentiality of information and professional boundaries

## Job Template: Grants and Contracts Manager

<b>Occupational Group</b>	Administrative Services
<b>Job Family</b>	Grants and Contracts
<b>Job Path</b>	Grants and Contracts
<b>Job Title</b>	<b>Grants and Contracts Manager</b>
<b>Job Category: M</b>	<b>Job Level: 6</b>
<b>FLSA Status: E</b>	<b>Job Code: B30003</b>

- Work independently to analyze available information, draw conclusions and understandings, and present such conclusions effectively to senior management