JOB DESCRIPTION
The UNIVERSITY of OKLAHOMA

Manager, University Contracts & Grants

Job Code: 10823

Salary Grade: 24

FLSA Status: Exempt

Job Family: Research Administration

Job Subfamily: Sponsored Program Admin

The following statements are designed to outline the general functions and typical responsibility levels associated with positions in this classification. They are not intended to serve as an exhaustive list of specific duties or requirements for individual positions assigned to this classification.

Position Summary

Manages the university's contracts and grants function within sponsored program administration, overseeing proposal, award, and compliance activities. Directs staff and establishes processes for timely, compliant management of sponsored programs.

Job Responsibilities

1. Manages contracts and grants within sponsored program administration.
2. Oversees proposal, award, and compliance activities and directs staff.
3. Establishes processes for timely, compliant sponsored program management.
4. Ensures compliance with sponsor, regulatory, and institutional requirements.
5. Advises faculty and leadership on sponsored program matters.
6. Establishes performance expectations and develops staff.
7. Partners with central offices and colleges to support research funding.

Minimum Requirements

Required Education & Experience:

- Education:Bachelor's Degree
- Experience: 8 years in a related field; Management Experience: 4 years

Required Certifications or Licenses:

- None

Verification of education and licensure (if applicable) will be required if selected for hire.

Knowledge, Skills, and Abilities

- Knowledge: Applies proficient ability in work design, project management, financial planning, and goal development.
- Communication & Collaboration: Communicates, written and verbally, directly with staff, stakeholders and other management/leadership positions within and across job family.
- Problem Solving: Solves complex problems through the use of analysis and the ability to draw on past experience.
- Autonomy: Interprets and seeks guidance on institutional standards, policies, and guidelines and establishes local strategies and standards.
- Leadership: Typically leads a team that includes multiple levels of managers, and may oversee a job family.

Working Conditions

- Standard office environment.
- Prolonged periods of sitting and working at a computer.
- Frequent use of a keyboard and repetitive motion.
- Occasional lifting of up to 25 pounds.
- May experience periods of elevated workload and competing deadlines.

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