

**Contract / Grant Administrator - Office of Research Administration**

Job Code: 6665

Salary Grade: S08

FLSA Status: Exempt

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.

Duties and Responsibilities

Responsible for the development and submission of routine grants/contracts. Works primarily with Principal Investigators, various department administrators, Grants & Contracts Administration, and other university departments. Assists faculty in submission, pre-award administration of grants and contracts, and post award non-financial responsibilities. This role is performed with guidance and direction from management and other team members. Responsible for exercising discretion, analytical skill, personal accountability in a wide range of areas including academic and administrative functions. Work involves creating, integrating, applying, and sharing knowledge directly related to a professional field.

- Reviews basic proposals for external funding and review agreements, award documents, subcontracts, and other sponsored-program requirements to assure compliance with all federal, state, University, and sponsor requirements.
- Partners with assigned investigators and departments and on sponsored project related matters. Works closely with investigators and departments to develop and prepare budget and administrative sections of proposals.
- Responds to inquiries from principal investigators and the office of grants and contracts concerning interpretation of the provisions of awards.
- Partners with sponsors to facilitate the exchange of information and resolve requests for information related to proposals and externally funded grants and contracts.
- Prepares paperwork, writes correspondence, and updates systems for negotiation/acceptance of grants and contract terms and conditions, modifications, extensions and related administrative matters.
- Processes actions related to proposal submission and award activity to ensure accurate and timely administration of sponsored projects, and that actions are consistent with applicable laws, regulations, sponsor requirements and Institute policies and procedures.
- Reviews and updates information pertaining to changes made to federal regulations, specific agency requirements, and procedures.
- Performs various duties as needed to successfully fulfill the functions of the position.

Minimum Qualifications**Education:**

Required: Bachelor's degree.

Equivalency/Substitution: Will accept 48 months of research administration experience in lieu of a Bachelor's degree for a total of 72 months of experience.

Experience:

Required: 24 months experience in sponsored program administration or related experience in an academic institution for higher education or research environment.

Certifications or Licenses:

- None

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

Knowledge, Skills, and Abilities

- Ability to work individually and in a team environment under stressful and time-sensitive conditions
- Demonstrated strong interpersonal and verbal communication skills
- Demonstrated proficiency in written communication skills
- Ability to work with diverse groups/populations
- Strong organizational, analytical, and problem-solving skills
- Ability to provide excellent customer service
- Must demonstrate the ability to learn and apply new knowledge and skills

Working Conditions



JOB DESCRIPTION

The UNIVERSITY *of* OKLAHOMA

Physical:

Ability to engage in repetitive motion. Must be able to work in sitting position, use computer and answer telephone.

Environmental:

Standard Office Work Environment.

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