JOB DESCRIPTION
The UNIVERSITY of OKLAHOMA

Contract / Grant Administrator Senior - Office of Research Administration

Job Code: 7204

Salary Grade: S10

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

Provides support for complex grants and contracts pre-award and non-financial post award activities. Responsible for the development and submission of routine and complex 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. 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 and complex proposals for external funding and review agreements, award documents, subcontracts, and other sponsored-program vehicles to assure compliance with all federal, state, University, and sponsor requirements.
- Partners with assigned investigators and departments and on sponsored project activities. Work closely with investigators and departments to develop and prepare budget and administrative sections of proposals.
- Responds to inquiries from principal investigators and the Grants & Contracts Administration 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, draft correspondence, and update 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.
- Interprets sponsor RFP's and communicate to investigators and departments.
- Ensures quality assurance of proposals to meet or exceed requirements of solicitations,
- Provides technical advice for and problem resolution of investigators and departments on research administration.
- Maintains ongoing communications regarding grants and contract administration with investigators and departments
- Interprets, implements, and serves as primary information source for investigators and department regarding university, state, and federal policies and guidelines.
- Determines necessary elements of deliverables/reports and ensure these requirements meet compliance and/or sponsor requirements.
- Recommends changes to documents/agreements to accommodate changing regulations/policies in consultation with management
- Assists with providing guidance to Contract/Grant Administrators for day-to-day responsibilities
- Performs various duties as needed to successfully fulfill the functions of the position.

Minimum Qualifications

Education:

Required: Bachelor's degree.

Equivalent/ Substitution: Will accept 48 months of sponsored research experience in lieu of a Bachelor's degree for a total of 84 months experience.

Experience:

Required: 36 months experience in sponsored program administration or related experience in an academic institution for higher education or research environment.

Certifications or Licenses:

- Certified Research Administrator (CRA) or CRA-eligible

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
- Demonstrated knowledge of federal, sponsor and university policy and guidance and ability to apply critical thinking skills to make effective decisions
- Ability to maintain positive and effective working relationships
- Experienced using the Microsoft Office suite
- Demonstrated experience in any three of the following: preparing and negotiating sponsored project proposals, budgets, agreements, contracts and subcontracts in a university, hospital, or similar non-profit or research setting
- Demonstrated knowledge of government software packages for electronic transmission of proposals
- Demonstrated knowledge of principles and practices of budgeting for public sector university sponsored projects
- Ability to interpret and apply complex, industrial and non-profit program guidelines and regulations
- Must demonstrate the ability to learn and apply new knowledge and skills, perform core work functions mostly independently with guidance from others, and problem solve to address new situations

Working Conditions

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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