



## Contract / Grant Coordinator Senior

Job Code: 7205

Salary Grade: S09

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

Under general supervision, provides administrative support to a state or national level sponsored grant or contract program by coordinating the program activities, attending meetings, preparing reports, recruiting for the program, analyzing data, prioritizing tasks, preparing grants, distributing information, and performing accounting duties for the program.

- Coordinates various aspects of the grant/contract program to include but not limited to meetings, sponsorship, recruitment, and services.
- Attends meetings and may act as the facilitator.
- Prepares numerous reports on status of the grant or contract, resources needed, and future goals.
- Recruits members for committees and assistance with the program.
- Performs analyses to determine needed services, funds, and volunteers.
- Prioritizes duties from needs assessment data or other resources.
- Makes adjustments in order to meet goals.
- Assists in the preparation of grants or contracts and ensures accuracy.
- Collaborates with the Office of Research Administration, Principal Investigators, and other personnel.
- Distributes information to staff and others.
- Answers questions about the grant or contract and the progress of the grant/contract.
- Prepares the grant/contract budget. Reconciles accounts, purchases with ProCard, and enters and approves vouchers.
- Responsible for appropriating funds for salaries and other grant/contract expenses.
- May assist with supervising support personnel including other exempt employees including Program or Project Coordinators.
- Assists with selecting, training, delegating tasks, and conducting performance appraisals.
- Performs various duties as needed to successfully fulfill the function of the position.

### Minimum Qualifications

#### Education:

Required: Bachelor's degree.

Equivalent/ Substitution: Will accept 48 months experience in lieu of a Bachelor's degree for a total of 96 months experience.

#### Experience:

Required: 48 months experience coordinating a large grant or contract program or project.

#### Certifications or Licenses:

• None

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

### Knowledge, Skills, and Abilities

- Advanced working knowledge of databases and electronic tools related to funding opportunity dissemination (e.g. Community of Science).
- Proficient with Microsoft Office Suite (Outlook, Word, PowerPoint, and Excel)
- Advanced working knowledge of pre-award grant submission process and federal application requirements.
- Advanced organization skills.
- Ability to communicate verbally and in writing.
- Ability to perform multitasks and handle stressful situations.

### Working Conditions

#### Physical:

Must be able to work in sitting position, use computer and answer telephone.



JOB DESCRIPTION

*The* UNIVERSITY of OKLAHOMA

Environmental:  
Standard Office Work Environment.

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