Grants Specialist II (0626)

**Basic Purpose/Job Function:** Providing oversight and administration of contract and grant activities within a department or unit.

**Examples of Titles Replaced:** Assistant Director, Compliance Operations; Associate Director and Compliance Auditor; Proposal Services Administrator

**Typical Functions May Include:**

1. Overseeing grant and contract activities and staff
2. Performing professional, specialized accounting functions
3. Conducting orientation and training on grant and contract development
4. Monitoring and reviewing Program Income and Residual accounts
5. Acting as sponsor contact regarding proposals, audit activities and periodic reports
6. Researching and interpreting applicable financial and administrative regulations
7. Facilitating various aspects of the post-award and award modification process
8. Managing data collection, database information and grant reporting coordination
9. Assisting in the formulation of policies and procedures
10. Stimulating and encouraging proposal activity by making direct contacts and distributing relevant information
11. Performing other related duties as assigned

**Risk Management:** Uses established safety practices to protect the health and safety of personnel and property.

**Supervision of Others:** May serve as lead employee or supervise a small staff.

**Supervision Received:** Receives general supervision from designated supervisor.

**Minimum Qualifications:**

**Education:** Bachelor’s Degree

**Type:** Determined by department
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- **Experience:** 18 - 36 months  
  **Type:** Contract and grant experience, proposal development or sponsored research development/administration

- **Skills:** Effective oral and written communication, familiarity with computers, knowledge of computer software, ability to work independently and good organizational skills

- **Special Requirements:** Frequent exposure to pressure caused by deadlines and busy periods; may be required to travel; requires contact with other departments and university officials

- **Licenses:** Determined by the nature of the position and/or department

- **Certifications:** Determined by the nature of the position and/or department

Minimum requirements may be met by an equivalent combination of education and experience, unless otherwise designated in writing by the department.

Departments are responsible for site-specific job descriptions.