UNIVERSITY OF SOUTHERN CALIFORNIA
Contracts & Grants Administrator I (Centralized)
Job Code: 121011

Grade: H
OT Eligible: No
Comp Approval: 7/11/2008

JOB SUMMARY:
Interacts with faculty, University offices and external funding agencies to facilitate the exchange of information and provide services associated with pre and post-award administration of contracts and grants to assigned department(s).

JOB ACCOUNTABILITIES:

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

**E/M/NA % TIME**
- Acts as University representative to sponsoring agencies.
- Reviews, critiques and submits for approval proposals for research, training and public service projects.
- Follows through with agencies for award and funding. Negotiates awards and coordinates award documents.
- Resolves pre and post-award administrative problems related to sponsored projects.
- Provides post-award administrative support including expenditure approvals, accounting detail and reporting requirement information. Monitors for allowability on contracts, submits interim reports, and reviews and approves closeout documents.
- Assists in the identification of external funding sources for sponsored research and training.
- Advises on specific agency requirements and guidelines to assist faculty in the preparation and submission of proposals.

*Perform other related duties as assigned or requested. The University reserves the right to add or change duties at any time.*

EMERGENCY RESPONSE/RECOVERY:

Essential: [ ] Yes [ ] No

In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

JOB QUALIFICATIONS:
Minimum Education:
Related Undergraduate Study

Minimum Experience:

1 Year

Minimum Field of Expertise:

Contracts and Grants Administration

Preferred Education:

Bachelor's Degree

Preferred Experience:

2 Years

Skills: Other:

Analysis
Assessment/evaluation
Budget control
Communication -- written and oral skills
Interpretation of policies/analyses/trends/etc.
Knowledge of applicable laws/policies/principles/etc.
Organization
Planning
Problem identification and resolution
Scheduling

Skills: Machine:

Calculator
Personal Computer

Supervises: Level:

May oversee student, temporary and/or casual workers.

SIGNATURES:

Employee: ___________________________ Date: ___________________________

Supervisor: ___________________________ Date: ___________________________

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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