UNIVERSITY OF SOUTHERN CALIFORNIA
Contracts & Grants Administrator II (Centralized)

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 departments.

JOB ACCOUNTABILITIES:
*E/M/NA % TIME

- Acts as the University's official representative to sponsoring agencies.
- Advises on specific agency requirements and guidelines to assist faculty and their
  staff in the preparation and submission of proposals.
- Reviews and recommends for approval proposals for research, training and public
  service projects.
- Resolves pre and post-award administrative problems related to sponsored
  projects.
- Provides a range of post-award administrative support including expenditure
  approvals and allowability and reporting requirement information. Coordinates the
  submission of notices and request to sponsors. Coordinates the submission of
  interim reports, and reviews and approves closeout documents.
- Assists in the identification of external funding sources for sponsored research
  and training.
- Composes complex research contracts and other related agreements.
- Follows through with agencies for award and funding. Negotiates awards,
  establishes account numbers, and coordinates award documents.
- Prepares, negotiates, and administers subawards.
- Coordinates administration of unusually complex projects such as national
  research centers, oversees projects, and program projects
  Performs other related duties as assigned or requested. The University reserves
  the right to add or change duties at any time.

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

EMERGENCY RESPONSE/RECOVERY:
Essential:  [ ] 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
- Combined experience/education as substitute for minimum education

**Minimum Experience:**
- 2 Years
- Combined education/experience as substitute for minimum experience

**Minimum Field of Expertise:**
- Contracts and Grants Administration

**Preferred Education:**
- Bachelor’s Degree

**Preferred Experience:**
- 3 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.
- Negotiation
- Organization
- Planning
- Problem identification and resolution
- Project management
- Research
- 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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