UNIVERSITY OF SOUTHERN CALIFORNIA
Contracts & Grants Administrator III (Centralized)
Job Code: 121019

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

JOB SUMMARY:
Acts as a principal administrator and team leader for contracts and grants. Interfaces with faculty, University offices and external funding agencies to facilitate the exchange of information and provide expert technical and administrative services associated with pre and post-award administration of contracts and grants to assigned department(s).

JOB ACCOUNTABILITIES:

*E/M/NA % TIME

________ ______ Provides leadership and guidance to assigned administrators and conducts training as required to ensure professional currency.

________ ______ Acts as University representative to sponsoring agencies.

________ ______ Advises on specific agency requirements and guidelines to assist faculty in the preparation and submission of proposals.

________ ______ Reviews, critiques and submits for approval proposals for research, training and public service projects.

________ ______ Composes complex research contracts and other related agreements. Assists other Contract and Grant Administrators in this activity.

________ ______ Follows through with agencies for award and funding. Negotiates complex 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.

________ ______ Coordinates administration of unusually complex projects such as national research centers, oversees projects and subcontracts or consulting arrangements.

________ ______ Assists in the identification of external funding sources for sponsored research and training.

________ ______ Develops and implements security related procedures such as office opening and closing routines, recognition of duress signals and key controls. Coordinates security activities with University Public Safety Department. Promotes and maintains standards for security conscious awareness and behavior. Maintains knowledge of University's crime prevention and suppression programs and services. Ensures dissemination of security related information to staff.

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  ☑ Yes  
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:

- 3 Years
- Combined education/experience as substitute for minimum experience

Minimum Field of Expertise:

- Contracts and Grants Administration

Preferred Education:

- Bachelor's Degree

Preferred Experience:

- 5 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.
- Lead/Guidance Skills
- Organization
- Planning
- Problem identification and resolution
- Project management
- Scheduling

Skills: Machine:

- Calculator
- Personal Computer

Supervises: Level:

- Leads one or more employees performing similar work

Supervises: Nature of Work:

- Professional/Paraprofessional
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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