Georgia State University

Job Specification

Job Title: Grants and Contracts Officer II

BCAT Code: 09MX27  Effective Date: April 1, 2007
Pay Grade: G14    FLSA Status: Exempt  Revision Date: July 1, 2013

General Description
Manages the pre-award and post-award administration of sponsored research activities up to 200 proposals and awards within a college or other entity at Georgia State University (GSU). This is a professional level position.

Examples of Duties
- Develops grant proposals and budgets in compliance with federal, state, local, and University guidelines for the college or entity.
- Implements agreements and initiates contract negotiations between faculty, the sponsoring agency, and the regulatory agency.
- Acts as liaison between department heads, faculty, legal, Office of Research, and sponsoring agency to ensure the success of the proposal submission.
- Acquires and maintains knowledge of research activities, grant acquisition archives, and records.
- Manages the process of the daily flow of paper, electronic documents, and communication concerning proposals and contracts.
- Maintains the database, tracks all sponsored activities within the college or entity.
- Performs in-depth reviews of the award documents and award notifications throughout the grant and/or contract process.
- Designs and prepares grants and contract reports.
- Performs other related duties as assigned.

Knowledge, Skills, and Abilities
- Knowledge of grants and contracts, administrative and budget activities, processes, and procedures.
- Knowledge of basic computer operations and software, such as spreadsheets, databases, word processing, presentations.
- Effective time management and organizational skills.
- Effective oral and verbal communication with external and internal customers.
- Ability to multi-task, pay attention to detail, and exhibit excellent customer service.

Minimum GSU Hiring Standards
Bachelor’s degree and three years of related experience; or a combination of education and related experience.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.