Job Title: Sponsored Programs Officer

BCAT Code: 09MX30        Effective Date: April 1, 2007
Pay Grade: G16  FLSA Status: Exempt        Revision Date: July 1, 2013

General Description
Provides pre award and post award administrative support and services to faculty and research administrators on federal, state, private profit and non-profit proposals and awards given to the University. This is the entry-level officer position within the Sponsored Program Officer series. Duties are performed under general to minimal supervision.

Examples of Duties
- Provides technical assistance, support, and guidance to faculty and research administrators in the development and preparation of proposals and budgets.
- Assists and guides faculty and administrators in submitting proposals and other information via the web-based Electronic Research Administration (ERA) systems.
- Monitors regulatory and financial compliance in coordination with the Institutional Review Board (IRB), the Institutional Animal Care and Use Committee (IACUC), and the Biosafety and Research financial officers.
- Serves as institutional resource for information, such as federal, state, University, and other sponsoring agencies policies.
- Verifies information in the internal proposal or awards tracking database.
- Develops and processes no cost extensions, subcontract agreements, and contract modifications.
- Prepares monthly sponsored programs activity reports for proposal and award reconciliations.
- Coordinates project closeout activities.
- Trains Sponsored Programs Specialists on internal policies, practices, and procedures.
- Assists in negotiating the terms and conditions of grants, contracts, and sub-recipient awards.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities
- Knowledge of federal, state, and University regulations, guidelines, and practices.
- Knowledge of word processing, spreadsheets, and database software.
- Ability to work effectively in a team environment.
- Ability to communicate effectively verbally and in writing.
- Ability to multi-task in a deadline driven environment.
- Ability to negotiate mutually desirable outcomes for the University and the sponsoring agency.
- Ability to work independently.

Minimum GSU Hiring Standards
Bachelor's degree in Business Administration, Public Administration, or a closely related field with four years of experience in grants administration; 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.