Job Title: Sponsored Programs Officer, Senior

BCAT Code: 09MU02  Effective Date: April 1, 2007
Pay Grade: G18  FLSA Status: Exempt  Revision Date: July 1, 2013

General Description
Provides advanced level 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 highest officer level within the Sponsored Programs Officer series. Duties are performed under minimal supervision.

Examples of Duties
- Provides technical assistance and guidance to faculty and administrators in the development and preparation of proposals.
- Supervises and provides team leadership, training, and mentoring to the assigned staff.
- Reviews applications, proposals, and award documents for compliance with institutional and sponsoring agency requirements.
- Monitors regulatory and financial compliance in coordination with the International Review Board (IRB), the International Animal Care and Use Committee (IACUC), and the Biosafety and Research financial officers.
- Serves as point of contact for numerous web-based proposal and application submission systems.
- Works with sponsoring organizations to negotiate the terms and conditions of complex grants, contracts, and sub-recipient awards.
- Develops and processes no-cost extensions, subcontract agreements, and contract modifications.
- Prepares quarterly sponsored programs activity reports for distribution throughout the University.
- Monitors project technical reporting requirements as indicated by the sponsoring organizations.
- Coordinates the project closeout activities.
- Participates in training sessions for faculty and department administrators.
- Coordinates with the Office of Research Financial Services the development of fiscal and program reporting procedures to meet senior management and sponsor requirements.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities
- Knowledge of federal regulations, funding policies, procedures, and applicable local, state, federal and University regulations, such as Office of Management and Budget (OMB) circulars.
- Knowledge of word processing, spreadsheets, databases, electronic grants management systems.
- Strong interpersonal and leadership skills.
- Ability to work independently and engage in responsible decision-making.
- Ability to communicate effectively verbally and in writing.
- Ability to multi-task in a deadline driven environment.

Minimum GSU Hiring Standards
Bachelor’s degree in Business Administration, Public Administration, or a closely related field with five years of experience in grants administration; or a combination of education and related experience. Master’s degree in Business, Public Administration or a closely related field preferred.

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.

Office of Human Resources  Classification Section