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## Listing Information

Job Search Category:	Non Student
Job Type	Full-Time
Requisition Number	22300
Listing Title	Grants Specialist I
Job Code	0625
Department	Office of Research Admin (RARE)
Position address:	Office of Research Services Five Partners Place, Suite 3100 201 Stephenson Parkway Norman, OK 73019
Application Deadline	Open Until Filled
Work Schedule	Monday - Friday 8am - 5pm
Hours per week	40
Salary Range	\$40,000 - \$45,000
Job Function	<p>Internal Title: Sponsored Programs Coordinator            Function: Responsible for administration of sponsored programs to include proposal review and submission signature authority; grant or contract negotiation and acceptance; post award (non-fiscal) administration; subcontract requests; administrative services to project directors; and closeouts/terminations of grants and contracts. Responsible for the maintenance of Office of Research Services files concerning sponsored program contracts and grants.</p> <p>Responsible Duties include but are not limited to:            A. Reviews/signs proposals for submission to outside funding agencies for grant or contract-supported projects.            B. Negotiates with sponsor agencies on project budgets, cost-sharing requirements, grant/contract terms, modifications, extensions, terminations, and related matters. Negotiates agreements where University is subcontractor to other institutions. Acts as liaison between investigators, Post Award Financial Services, and sponsors as necessary to facilitate performance of projects and alleviate problems.            C. Drafts correspondence or prepares paperwork as necessary to accept, modify, or reject grants or contracts.            D. Contacts awarding agencies to verify status of proposals or obtain other information if requested and responds to requests from awarding agencies for proposal and grant related information.            E. Responsible for assuring compliance to terms and conditions of monetary awards according to OMB Circulars as well as those of the University, State, and Federal Government.</p>
Department Preferences	Knowledge of University policies and procedures. Certified Research Administrator certification (CRA). Experience in sponsored program development/administration. Knowledge of export control regulations.
Special instructions to applicants	If you are selected as a final candidate for this position, you will be subject to The University of Oklahoma Norman Campus Tuberculosis Testing policy. To view the policy, visit <a href="http://www.hr.ou.edu/policies/tbtesting.asp">http://www.hr.ou.edu/policies/tbtesting.asp</a> .
Benefits Provided:	Yes
Required Applicant Documents	

Resume  
Cover Letter  
List of References

Campus:	Norman
Listing date:	05-01-2015
Physical Requirements:	Standard office environment.
Required Education and Experience:	Bachelor's degree OR an equivalent combination of education/job-related experience.
Required Certifications, Registrations, or Licenses: <b>These requirements may be imposed by federal, state or recognized accrediting agency as a prerequisite of employment</b>	None
Required Skills and Proficiencies: <b>Please list the skills and proficiencies needed to perform the essential duties and responsibilities</b>	<p>Proficient in Outlook, MS Word and Excel. Working knowledge of database applications. Able to build and manipulate spreadsheets. Excellent organizational and oral/written communication skills. Ability to interpret and apply federal, state, and private regulations related to grants administration. Ability to maintain professional standards under routine conditions of severe and non-negotiable time constraints. Ability to work with professional personnel from diverse academic disciplines and backgrounds.</p>
Valid Driver's License Required:	No
Special Indications:	Hiring contingent upon background check
Comments	

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