

GRANT/CONTRACT ADMINISTRATOR II *

Function of Job:

Under general direction of designated supervisor, to assist in the administration of grants, contracts and subcontracts including reviewing, negotiating, recommending acceptance or rejection, ensuring compliance and establishing accounts on behalf of USNH; and to assist in the management of assigned responsibilities related to grant and contract awards, compliance and financial issues, and proper and ethical conduct of research.

Characteristic Duties and Responsibilities:

1. Maintain current expertise in applicable federal/state/private agencies' regulations/procedures and in USNH policies and procedures.
2. May assist in monitoring and ensuring compliance in grant/research areas which may include human subjects and sensitive materials.
3. May develop and recommend acceptance of budgets for project directors submitting proposals for external funding and/or receiving awards from external sponsors.
4. Assist in conducting legal and financial reviews of grant/contract proposals and/or awards prior to grant submission and account establishment; assist in reviewing and interpreting terms and conditions and recommend changes as necessary to ensure USNH compliance.
5. Negotiate all routine grant/contract awards and/or review for compliance. Recommend acceptance or rejection of grant/contract awards, terms for compliance and approve charges consistent with terms and conditions of awards. Obtain sponsor approvals as required.
6. Provide assistance to principal investigators, project directors and business managers on grant/contract protocol, compliance, financial, budgetary, and administrative matters.
7. Collect and prepare information for compliance and/or financial management reports for sponsored programs administration.
8. Act on behalf of the Grant/Contract Administrator III in his/her absence.
9. Supervise staff responsible for assisting in grant and contract administration as assigned.
10. May provide training in assigned grant and contract areas.
11. Assist with site inspections by external agencies and/or financial review by auditors.
12. May work with regulatory review boards and programs and assist in the development of new institutional policies and procedures.
13. Perform related duties as assigned.

Minimum Acceptable Qualifications:

1. Bachelor's degree in field related to finance or business, and two years or associate's degree and six years of experience in sponsored projects administration, negotiation, budgeting or related field.
2. Good oral and written communication skills, financial and negotiating skills.
3. Computer skills.
4. Knowledge of federal/state/private agencies' regulations/procedures applicable to grants, contracts, and ethical conduct of research.
5. Supervisory ability.

7/13/98
System Approval

7/13/98
Effective Date

This document is a generic classification specification of the University System of New Hampshire. Its purpose is to describe the representative responsibilities and general level of complexity, and it is not a substitute for the specific job description of the individual position.

* Revised - original approved 3/14/75 as "Grant Service Coordinator" and revised 1/4/84 as "Grant and Contract Specialist" and 9/1/87.

