

The University of Texas at San Antonio

Job Description

Job Title: Senior Grants & Contracts Coordinator
Code: 19125
Salary Grade: 59
FLSA Status: Exempt
Department/Division: Position available in various departments/divisions
Reports To: In accordance with specific departmental policies

Summary

- Function: To oversee and administer the research activities of the unit in conjunction with the Office of Sponsored Programs.
- Scope: Responsible for developing, implementing and maintaining grant and sponsored programs in accordance with regulations and contract stipulations.

Duties

- Typical:
 1. Performs research to identify funding sources for grants and sponsored programs. Coordinates with faculty and staff to develop ideas and strategies.
 2. Assists faculty and staff to write and submit grant/contract proposals.
 3. Coordinates with Principal Investigators for pre and post award administration of grants and contracts.
 4. Analyzes grant and contract proposals and awards for special conditions and/or restrictions and establishes controls to ensure full compliance.
 5. Compiles and submits financial and personnel reports to funding agencies.
 6. Assists Principal Investigator with renewals of contracts and/or grants.
 7. Coordinates with other institutions or agencies for collaborative grant/contract programs; establishes procedures and protocols for joint programs.
 8. Coordinates with the Office of Sponsored Programs for administration of grants and contracts.
 9. Performs other duties as assigned.
- Periodic:
 1. Attends meetings; serves on committees.

Education

Required	Preferred
Bachelor's degree from an accredited institution in a related field.	Bachelor's degree in Accounting, Business or field related to the research being performed.

Other Requirements

Required	Preferred
Criminal Background Check (CBC).	N/A

Experience

Required	Preferred
Four years of experience in grant/contract writing, administration and/or management.	Similar experience in higher education.
	Experience negotiating grant & contract proposals.

Equipment

Required	Preferred
Personal computer and standard office equipment.	N/A

Working Conditions

Usual	Special
Normal office conditions.	Occasional evening and weekend hours.

Supervision

Received	Given
Overall from assigned supervisor.	May supervise administrative support staff.

Accuracy

Proficiency in all phases of the duties performed.
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Security Sensitive

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

Internal Control

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.