

The University of Texas at San Antonio

Job Description

Job Title: Grants & Contracts Coordinator
Code: 19126
Salary Grade: 57
FLSA Status: Non-Exempt
Department/Division: Position available in various departments/divisions
Reports To: In accordance with specific departmental policies

Summary

- Function: To plan, coordinate and monitor the research activities of the unit in conjunction with the Office of Sponsored Programs.
- Scope: Responsible for developing and administering policies and procedures to ensure grants and sponsored programs comply with regulations and for performing duties in support of grants and contracts.

Duties

- Typical:
 1. Coordinates with Principal Investigators for pre and post award administration of grants and contracts.
 2. Analyzes grant and contract proposals and awards for special conditions and/or restrictions and establishes controls to ensure full compliance.
 3. Maintains accounting records and communicates with principal investigators regarding funds allocations and expenditures.
 4. Compiles and submits financial and personnel reports to funding agencies.
 5. Assists Principal Investigator with renewals of contracts and/or grants.
 6. Prepares close-outs and final reports for grants/contracts.
 7. Provides support to Principal Investigator's in protocol development, approval and renewal.
 8. Creates and maintains inventory of assets procured under grant and contract accounts.
 9. Coordinates with other institutions or agencies for collaborative grant/contract programs; establishes procedures and protocols for joint programs.
 10. Serves as the liaison to the Office of Sponsored Programs for grant and contract administration and issues.
 11. 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.	N/A

Other Requirements

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

Experience

Required	Preferred
Two years of experience in grant/contract coordination, planning, accounting and/or management.	Similar experience in higher education with pre and post award coordination. 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.