

## Contracts and Grants Administrator

**The Office of Sponsored Programs of Auburn University** is seeking candidates for the position of Contracts and Grants Administrator. Responsibilities include but are not limited to:

- Conducting final negotiations for contracts and subcontracts;
- Advising and assisting faculty in the preparation of applications for funding and ensuring compliance with university and sponsor policies, procedures and requirements;
- Advising and assisting in the procurement, management, accountability and reporting of equipment when there exists a direct relationship to a contract or grant;
- Preparing and reporting on utilization of small and disadvantaged business in sponsored programs; and
- Writing, negotiating and monitoring subrecipient agreements.

Minimum qualifications for this position are a high school diploma and 7 years of experience, OR an Associate's degree and 5 years of experience OR a Bachelor's degree in Liberal Arts, Sciences, Agriculture, Engineering, Business Administration or related area. Strong interpersonal and written communication skills; excellent time management and organization skills; the ability to perform high quality work in a dynamic and fast paced environment; and computer experience with specific skills in word-processing, database and spreadsheet software are required.

Salary will be commensurate with education and experience. Desired qualifications include: contracts and grants experience; experience with Macintosh and PC (windows) environments; general knowledge of and ability to consistently and accurately apply Federal regulations and cost accounting standards to sponsored programs; and general knowledge of state and local laws as they relate to sponsored programs.

**Minorities and women are encouraged to apply.**

Candidates should submit a letter of application and resume to:

Contracts and Grants Administrator # 16108  
Human Resources  
Langdon Hall  
Auburn University, AL 36849  
Ph: (334) 844-4145  
FAX: (334) 844-1617

Review of applications will begin after July 27th, 2001.

Auburn University is an Affirmative Action/Equal Opportunity Employer.