

Job Description

Job Title: Specialist
Job ID: 12351
Location: Tempe campus
Full/Part Time: Full-Time
Regular/Temporary: Regular

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College/Division

VP-Research and Economic Affairs - Sponsored Project Services

Scope of Search

Open to Public

Grant Funded Position

This is not a grant funded position and is not contingent on future grant funding.

Posted Rate of Pay

DOE

Duties and Responsibilities

VP-Research and Economic Affairs, Sponsored Project Services seeks a Specialist. Assist with day-to-day operations of the pre-award functions as related to the administration of federal, state, and local government, not-for-profit and commercial grants and contracts. Work with federal and state regulations governing the management of grants and contracts. Actively assist faculty in pre-award development with preparation, review, mailing, data entry and follow-up of grant and contract applications and program/project proposals. Provide initial post-award assistance to faculty upon receiving an award prior to the establishment of an account. Assist in implementing internal procedures to support operations and infrastructures for sponsored programs. Serve as liaison between principal investigators, university units, funding sources and regulatory agencies. Provide backup assistance for site supervisor/officer/GCC, as applicable. Other duties as assigned.

DAYS AND SCHEDULE: Monday-Friday 8:00AM-5:00PM

Minimum Qualifications

Bachelor's degree in a field appropriate to the area of assignment and three (3) years of related experience; OR, Seven (7) years of related experience; OR, Any equivalent combination of experience and/or education from which comparable knowledge, skills and abilities have been achieved.

Desired Qualifications

Demonstrated experience: to participate in process improvements involving computer applications and web interfaces. Demonstrated knowledge of: computer systems, specifically MS Office applications and/or operations; grants and contracts or similarly complex documents within a university environment. Effective communication and organizational skills.

Department Statement/Gen Info

The Office for Research and Sponsored Projects Administration (ORSPA) assists faculty, staff and students to secure and administer outside support for their instructional, research, and public service activities. ORSPA protects institutional eligibility of external funding by ensuring that all sponsored projects comply with ASU general research policies as well as federal, state and sponsor mandates.

<http://researchadmin.asu.edu/>

Background Check Statement

ASU conducts pre-employment screening for all positions which includes a criminal background check, verification of work history, academic credentials, licenses, and certifications.

Standard Statement

Arizona State University is a new model for American higher education, an unprecedented combination of academic excellence, entrepreneurial energy and broad access. This New American University is a single, unified institution comprising four differentiated campuses positively impacting the economic, social, cultural and environmental health of the communities it serves. Its research is inspired by real world application blurring the boundaries that traditionally separate academic disciplines. ASU serves more than 63,000 students in metropolitan Phoenix, Arizona, the nation's fifth largest city. ASU champions intellectual and cultural diversity, and welcomes students from all fifty states and more than one hundred nations across the globe.

Arizona State University is an Equal Opportunity/Affirmative Action employer

Close Date

September 17, 2007

Instructions to Apply

Application deadline is 11:59pm Arizona time on the day indicated. Complete required information and attach cover letter, resume, and names, addresses and phone numbers of three professional references. Resumes must include employment dates in chronological order using month-year format. (e.g. 3/2001 to 5/2004) REQUESTED MATERIAL MUST BE IN ONE ATTACHMENT and submissions must be WORD compatible. Only electronic applications are accepted for this position. If you need assistance applying for this job, please contact our customer service center at 480-965-2701.

ASU does not pay candidates for travel expenses associated with interviewing, unless otherwise indicated by the department at the time of call for interview.

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