

## Job Description

**Job Title:** Sponsored Projects Officer  
**Job ID:** 12368  
**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 Sponsored Projects Officer. Develop a supportive research environment that will increase the number and frequency of proposals submitted to external funding sources, including federal and state agencies, foundations and industrial firms. Work with faculty and staff to identify external funding sources for disciplinary research projects. Review sponsor's submission requirements to ensure compliance with appropriate federal, state, Board of Regents and university policies and regulations. Review award documents, terms and conditions, clauses and applicable regulations for compliance. Resolve administrative problems prior to award acceptance. Negotiate grants, sub-awards and contracts. Administer subsequent awards. Advise project directors on financial management and compliance issues. Provide liaison to sponsors over the life of the project. Present targeted workshops to promote efficiencies and cooperation through all aspects of sponsored activity.

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

### Minimum Qualifications

Bachelor's degree in a related field and (4) four years experience in any combination of the following areas: procurement (federal, state, or industrial), proposal submissions, contract negotiation, grant and contract administration and financial administration; OR, Any equivalent combination of experience and/or education from which comparable knowledge, skills and abilities have been achieved.

### Desired Qualifications

CRA, certified research administrator. Demonstrated experience: communicating with multiple levels of personnel; working in a higher education environment; working in a team environment. Demonstrated knowledge of: MS Office applications, specifically Excel and Word, or comparable applications; electronic tools and databases related to funding opportunities (e.g. Community of Science, IRIS, list serves.) Effective verbal and written communication 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 24, 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. Résumé must be in chronological order using month/year format and work experience listed under job title. (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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