Listing Information

Job Search Category:	Non Student
Job Type	Full-Time
Requisition Number	12904
Listing Title	Sponsored Programs Administrator I
Job Code	0544
Department	Research Administration Office (HSC)
Position address:	OKC, OK 73117
Application Deadline	Open Until Filled
Work Schedule	Monday thru Friday 8:00 - 5:00
Hours per week	40
Salary Range	$37,454 - $40,000
Job Function	Provides professional staff support in sponsored program activities to include grant and contract preparation; negotiation of research, training and service contracts. Provides administrative services to project review for sponsor and university compliance.
Department Preferences	Demonstrated knowledge of: Microsoft Office applications (Word, Excel, Access, and/or Outlook) or comparable computer applications; databases and electronic tools related to funding opportunity dissemination (e.g., Community of Science). Experience communicating with multiple levels of personnel. Experience working in a higher education or research setting. Experience working in a team environment.
Special instructions to applicants	Must be able to handle a high percentage of mental stress. This position will be part of the Grant and Contract Service Team.
Benefits Provided:	Yes
Required Applicant Documents	Resume Cover Letter List of References
Campus:	OKC HSC
Listing date:	11-03-2011
Physical Requirements:	Must be able to walk, see, feel, talk and hear.
Required Education and Experience:	Bachelor's Degree in a related field and experience in any combination of the following areas: procurement (federal, state or industrial), proposal submissions, contract negotiations, grant and contract administration and financial administration; OR any equivalent combination of education and/or experience from which comparable knowledge, skills and abilities have been achieved. Will accept 48 months of equivalent professional experience in lieu of a Bachelor's Degree. 24 months experience in sponsored program administration, biomedical research experience, or related experience in an academic institution for higher education.
Required Certifications, Registrations, or Licenses: **These requirements may be imposed by federal, state or recognized accrediting agency as a prerequisite of employment**	None
Required Skills and Proficiencies: **Please list the skills and proficiencies needed to perform the essential duties and responsibilities**	1. Good organizational skills 2. Ability to work with personnel from diverse backgrounds 3. Good communication and editing skills 4. Ability to learn quickly 5. Ability to perform multiple tasks under pressure

Valid Driver's License Required:	No
Special Indications:	Hiring contingent upon background check

Comments

Close Window