**Job Title**: Senior Grants Administrator

**Department**: Sponsored Programs Administration (SPA)

SPA contributes to The University of Southern Mississippi’s responsibilities for education, research and service by assisting members of the campus community as they seek external support for their research, creative and scholarly activities. SPA is responsible for pre-award and post-award administration of sponsored projects awarded to the University.

**Job Description**: The University of Southern Mississippi, a comprehensive Carnegie research university, is seeking a senior grants administrator to support research staff and principal investigators. Responsibilities include: Trains Associate Grants Administrators on their SPA duties. Mentors and provides guidance to Associate Grants Administrators as questionable situations arise in relation to proposals or awards and where the ability to resourcefully solve problems and make difficult decisions is necessary. Assists in the coordination of SPA sponsored workshops. Shares information about the research interests of faculty in their assigned constituency groups. Interacts with University and sponsor personnel, interprets complex application guidelines, develops and reviews proposal budgets, and ensures proposals are in compliance with applicable state and federal laws, university policies, and sponsor requirements prior to submission. Coordinates the submission of proposals, including the electronic submission of proposals, according to the format specified in agency guidelines and due dates and faculty/staff time-lines and needs. Negotiates the terms and conditions of awards, contracts, and subcontracts to ensure these agreements are in compliance with applicable state and federal laws and regulations, university policies, and in the best interest of faculty, staff and the University. Enters data related to sponsored projects into PeopleSoft (SOARFIN.) Assists in testing all patches, service packs, and bundles which will affect SOARFIN’s Grants related modules in order to maintain an accurate and responsive University financials system. Prepares subcontract agreements with collaborating institutions when USM is the contractor, ensuring these agreements adhere to the terms of the contract as specified by the sponsor and USM subcontracting procedures. Coordinates the closing of sponsored project accounts with the PI, the funding agency and OCGA. Monitors issues related to pre- and post-award administration for faculty and staff in assigned constituency groups by interacting with sponsor personnel and relevant university offices.

**Job Requirements**: Bachelor’s degree from a four-year college or university and at least five years related experience; or a minimum of ten years of progressive responsibility in research administration. Applicant must have a working knowledge of federal and non-federal regulations and operational policies related to sponsored research including OMB Circulars A110, A21, A133, and CFR. Applicant must have working knowledge of electronic research administration such as NSF Fastlane, NIH ERA Commons, and Grants.gov. Applicant must possess the ability to communicate effectively with people from a wide variety of educational and occupational backgrounds and the ability to meet deadlines while performing multiple tasks simultaneously. Applicant must also demonstrate a strong attention to accuracy and detail; the ability to maintain confidentiality; the ability to understand, convey and advise on complex regulations, policies and procedures; and the ability to provide quality customer service in a timely manner.

The University of Southern Mississippi offers a competitive salary and comprehensive benefits.

To apply, go to <http://jobs.usm.edu>

This position is available as soon as possible.

**AA/EOE/ADAI**