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Classification Title: Coordinator, Research Programs/Services

Working Title: Proposal and Contract Administrator

Position Number: 01006017

Salary: \$45,000 - \$55,000

Work Days And Hours: Monday through Friday 8:00 am to 5:00 pm

FTE: 1.0

Job Posting Date: 06-21-2016

Job Close Date: 06-28-2016

Position Summary: The Coordinator works closely with the Director and Associate Director of Sponsored Programs in the Division of Research.

Responsible for reviewing and negotiating contracts from federal, state, private and local government sponsors.

Solves complex issues, reads and analyzes legal agreements, conducts contract negotiations.

Recognizes unacceptable contract language.

Maintains up to date electronic files.

Assists and advises faculty, researchers and staff with the preparation of applications for external funding including budget development, budget revision, solicitation interpretation, and other aspects of proposal preparation. Ensures that proposals are correct, adhere to sponsors regulations and are submitted timely.

Prepares outgoing sub-awards, negotiate sub-awards, conduct risk analysis, and works with other PCAs ensuring proper documentation for sub-awards are adhered to.

Responsible for the day-to-day management of assigned pre-award and post-award functions in Sponsored Programs as related to the administration of federal, state and local government, not-for-profit and commercial grants and contracts.

Prepares and presents workshops on sponsored programs activities.

Serves as liaison between principal investigators, university units, funding sources and regulatory agencies and the Sponsored Programs.

Resolves routine problems as they arise or recommends how problems can be resolved.

Exercises independent judgment in following established procedures where alternatives are limited.

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|   | Represents university at regional and national meetings.   |
|   | Prepares and maintains official correspondence related to FAU and sponsor policies and regulations.  |
|   | Performs other duties as assigned.   |
| Position Type:  | AMP  |
| Eligible Applicants:  | All (Internal and External)  |
| Index No. (Financial Org):<br>Indicate % If Multiple Indexes. | <p>Master's degree in an appropriate area of specialization; or a Bachelor's degree in an appropriate area of specialization and two years of appropriate experience and some experience in research administration at a college or university required.</p> <p>Must possess an excellent command of the English language including excellent reading comprehension.</p> <p>Ability to craft appropriate contractual language required.</p> <p>Must be able to manage competing priorities and meet time-sensitive deadlines.</p>                                    |
| Minimum Qualification:  | <p>Strong organizational, analytical, and customer service skills required.</p> <p>Strong verbal and written communication skills with a demonstrated ability to communicate effectively.</p> <p>Must be able to work collaboratively with others at various levels both within and outside the University.</p> <p>Proficiency using Microsoft Office tools required.</p> <p>Proficiency in using sponsor-specific online systems preferred.</p> <p>Knowledge of clinical trials, both proposals and contracts required.</p> <p>Valid driver's license required.</p> |
| College/Department:   | Sponsored Programs   |
| Campus:   | Boca Raton   |
|   | Individuals with disabilities requiring accommodation, please call 561-297-3057.   |
| Special Instructions to the Applicant:                        | <p>Final candidate will be required to have official, sealed transcripts and original NACES evaluation, if applicable, sent from their educational institution to Human Resources prior to the start of employment.</p> <p>Successful completion of a background and motor vehicle check is required for the selected candidate prior to the start date.</p>   |
| Quicklink for Posting:  | <a href="https://jobs.fau.edu/applicants/Central?quickFind=61304">jobs.fau.edu/applicants/Central?quickFind=61304</a>  |

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