

Job Details

Job Title Grant and Contract Administrator or Senior Grant and Contract Administrator
Location Office of Grant & Contract Ser

Job ID 602609

Regular/Temporary Regular

Full/Part Time Full-Time

Favorite Job 

Special Information

This position will be filled as a Grant and Contract Administrator (GCA) or as a Senior Grant and Contract Administrator (SGCA) depending on the qualifications of the selected applicant.

Job Description**Grant and Contract Administrator (GCA)**

- Provides pre-award and nonfinancial postaward research administrative services for the preparation and submission of proposals, negotiation and acceptance of awards, and administration of sponsored projects. Requires the ability to successfully and productively interact with all segments of the University community as well as external granting agencies in the public and private sectors. The position reports to the Associate Vice President for Sponsored Projects.
- Facilitates the University's involvement in projects and programs funded by external sponsors.
- Conduct assessment and interpret contract terms to provide guidance and oversight of sponsored project agreements and subagreements.
- Identify compliance or contractual concerns through review of the project statement of work and sponsor's proposed contractual terms and conditions including contract type and payment schedule; engage with GCAs, faculty, and departmental staff to discuss issues of concern.
- Develop negotiating strategy, including troublesome or unacceptable terms.
- Negotiate any necessary revisions to contractual terms and conditions for grants, cooperative agreements and contract awards to NAU.
- Prepare and negotiate subrecipient and subcontract agreements, including risk assessments and contract revisions addressing any issues of concern
- Collaborate and coordinate with various University administrative units (Safety, Human Resources, Purchasing, General Counsel, Risk Management, Office of Technology Transfer, etc.) to ensure that sponsored project agreements conform to applicable policies, laws, and regulations.
- Review and negotiate other legal agreements under sponsored projects including MOUs, teaming agreements, etc.)
- Secure investigator review and agreement with award terms and conditions and with terms and conditions of subawards.
- Provides administrative oversight including negotiating the terms and conditions of awards and subawards under the direction of the Senior Grant and Contract Administrators or the Associate Vice President for Sponsored Projects.
- Monitors awards for compliance with the University, state, federal, and sponsor requirements; and advising faculty and staff on these requirements.
- Advises and/or acts as an intermediary in communications with sponsor representatives to clarify requirements for proposal submission and award terms and conditions.
- Provides resolution of contract problems and effectively communicates both orally and in writing with researchers, supervisors, co-workers, sponsors and subcontract/subrecipients (government, industry, domestic and foreign.)
- Reviews and negotiates awards and sub-awards on a timely basis; terms and insures that conditions comply with University, ABOR, state and federal requirements.

Specific to Senior Grant and Contract Administrator (SGCA)

- Assignments include the most complex sponsored projects in the university's grants and contracts portfolio.
- Monitors developments in grants administration relative to current policies and procedures, and contributes to the development of institutional policies and procedures for pre-award and nonfinancial post award sponsored projects administration.
- Takes a leading role in managing one or more compliance/regulatory/technical areas for sponsored projects.
- Assists in coordinating OSP functions in the absence of the Associate Vice President for Sponsored Projects, including allocating staff resources and reviewing proposal and award documents for signature by the Vice President for Research (VPR).
- Develop and present agreement templates, training, communications and tools to facilitate the ability of OSP staff, faculty, functional specialists in other NAU offices, as well as external collaborators to review, understand and manage sponsored project awards.
- Advise internal and external constituents and colleagues as a subject matter expert for various complex agreements-such as international collaborations, "spin off" subawards, SBIR/STIR -related agreements, data use, and data licensing contracts.
- Manage the specifics of each negotiation documenting institutional approvals and award logistics and maintain the relevant institutional administrative management systems.
- Advise staff and respond to inquiries as related to research-related transactions/agreements.

Minimum Qualifications**Grant and Contract Administrator (GCA)**

- Bachelor's degree in a related field and 3 to 5 years of demonstrated experience in University grant and contract administration.
- Any equivalent combination of experience, training and/or education in sponsored projects administration

Senior Grant and Contract Administrator (SGCA)

- Bachelor's degree in a related field and 5 to 7 years of demonstrated experience in University grant and contract administration.
- Any equivalent combination of experience, training and/or education in sponsored projects administration.

Preferred Qualifications

- Master's degree or JD
- Experience in research administration, preferably in an institution of higher education.
- Certification in research administration, or ability to work towards that certification within two years of employment.
- Demonstrated experience in contract negotiation and management
- Demonstrated ability to analyze and negotiate complex contracts.
- Well-developed organizational, analytical and problem-solving skills with the ability to complete multiple tasks, work effectively under deadline pressure and to successfully manage competing priorities with tact and efficiency
- Highly developed customer service and communication skills and ability to work independently but also as a member of an effective, integrated team.

Knowledge Skills and Abilities

Relevant to both the GCA and SGCA Positions

- Familiarity with programs and processes of primary granting agencies including federal agencies as well as corporate and private sponsors.
- Skill in proposal preparation and project management, including providing guidance to faculty on compliance with sponsor regulations and requirements.
- Experience in negotiating and writing contracts with federal agencies and/or commercial entities
- Knowledge of the university research environment.
- Familiarity with federal and state regulatory and compliance issues affecting Universities.
- Strong written communication and oral presentation skills.
- Analytical and problem solving skills.
- Outstanding time management skills.
- Ability to handle multiple priorities and to work comfortably in a fastpaced, deadline driven environment.
- Computer literacy required with Windows XP Professional, MS Office Professional, and other specific software that support grant and contract management.
- Proficiency with Cayuse 424/SP sponsored projects management software
- Continuous training required throughout tenure due to evolving policies and regulations of sponsors, including trainings related to research administration negotiation and compliance issues in general and those that are specific to University process and procedure.
- A working knowledge of Federal Acquisition Regulations, Uniform Guidelines, Non-profit policies and procedures, federal and state laws/statutes and other regulations governing research for the conduct of sponsored programs and Northern Arizona University

Background Information

Northern Arizona University requires satisfactory results for the following: a criminal background investigation, an employment history verification and a degree verification (in some cases) prior to employment. You may also be required to complete a fingerprint background check.

Additionally, as an employer in the state of Arizona, NAU is required to participate in the federal E-Verify program that assists employers with verifying new employees' right to work in the United States.

Finally, each year the Northern Arizona University Police Department releases an annual security report. The report is a result of the federal law known as the Clery Act and contains policy statements that address the school's policies, procedures and programs concerning safety and security including policies for responding to emergency situations and sexual offenses. The report contains three years of data for Clery reportable crime statistics for the campus along with the most current year's Fire Safety Report, which includes policy statements and fire statistics for Flagstaff on-campus student housing.

The report may be viewed at nau.edu/clery or by visiting the NAUPD website at: <http://http://www.nau.edu/police>. A printed copy of the report is available upon request by contacting the NAU Police Department, Records Department at (928)523-8884 or by visiting the department at Building 98A on the NAU Mountain Campus.

Salary

Commensurate with experience.

**The starting salary will be determined by the qualifications of the selected applicant balanced with departmental budget availability and internal salary equity considerations.

FLSA Status

This position is exempt from the overtime provisions of the Fair Labor Standards Act (FLSA) and therefore will not earn overtime or compensatory time for additional time worked.

Benefits

This is a Service Professional (SPF) position. NAU offers an excellent benefit package including generous health, dental and vision insurance; participation in the Arizona State Retirement System or the Optional Retirement Program; 22 days of vacation and 10 holidays per year; and tuition reduction for employees and qualified dependents. More information on benefits at NAU is available at <https://nau.edu/Human-Resources/Benefits/Eligibility-Enrollment/>

Service Professionals are hired on a contract basis, renewable each 6 months according to terms of the Conditions of Professional Service, which may be found at: <http://hr.nau.edu/sites/default/files/files/Conditions%20of%20Service%20Professional%20Dec%202012%20Rev.pdf>.

Employees offered a position will be eligible for state health plans (including NAU's BCBS Plan). New employees are eligible for benefits on the first day of the pay period following their enrollment, after their employment date. Employees will have 31 days from their start date to enroll in benefits. If a new employee chooses the ASRS retirement option, participation in the Arizona State Retirement System, and the long-term disability coverage that accompanies it, will begin on the first of the pay period following 6 months after the new employee's start date. New employees who choose to participate in the Optional Retirement Plan (ORP), which is an alternative to the ASRS plan for faculty and other appointed staff, will begin to participate on the first day of employment. Additionally, the long-term disability plan that accompanies the ORP will begin on the first day of employment. More information is available at: <https://nau.edu/Human-Resources/Benefits/Eligibility-Enrollment/>

Learning and Development

Your career at Northern Arizona University includes the opportunity for professional development. New employee on-boarding training includes courses to be completed within the first 30 days (<http://nau.edu/Human-Resources/Employee-Resources/Training/Required/>). If your position includes the supervision of a benefit-eligible employee, we offer the NAU Supervisors Academy for you to complete within your first 2 years. In addition to the development classes offered in-person, every NAU employee receives a free subscription to Lynda.com. From this site you can access more than 1,400 training videos on a broad range of subjects, including business skills, photography, music and video, home computing, and web design and development.

Application Deadline

Wednesday, July 27, 2016 at 11:59 P.M.

How to Apply

To apply for this position, please click on the "Apply" button on this page. You must submit your application by clicking on the "Submit" button by midnight of the application deadline. If you need assistance completing your application there are instructions available on line at <http://nau.edu/human-resources/> or in person in the Human Resources Department located in Building 91 on the NAU Campus - on the corner of Beaver and DuPont Streets.

If you are an individual with a disability and need reasonable accommodation to participate in the hiring process please contact the Office of Equity and Access at: 928-523-3312/TDD - 928-523-1006 or PO Box 4083, Flagstaff AZ 86011.

Equal Employment Opportunity

Northern Arizona University is a committed Equal Opportunity/Affirmative Action Institution. Women, minorities, veterans and individuals with disabilities are encouraged to apply. NAU is responsive to the needs of dual career couples.

[EEO Law Poster](#)

NAU is an Employer of National Service. AmeriCorps, Peace Corps, and other National Service alumni are encouraged to apply.