

# Grants Specialist (Job ID 7165)

California State University, Northridge



## Major Duties:

Under general supervision, the Grants Specialist will join a strong team of professionals that provides high quality support and customer service to faculty, staff, and funding agency ("Sponsor") representatives. The Specialist will serve as the primary contact to a number of colleges and units across campus in preparing, reviewing, and submitting proposals to ensure compliance with applicable laws, regulations, and university policies; provides advice and assistance to faculty, administrators, and staff with all aspects of proposal preparation, including but not limited to interpretation and clarification of Sponsor guidelines, budget development and review, completion of required forms, assurances and certifications, collection of necessary or pertinent data, and compilation of and review of proposal components for consistency and compliance with sponsor guidelines; identifies areas of risk and/or concern prior to proposal submission and ensures timely submission of accurate proposals; coordinates the campus approval processes for proposals and other pertinent pre-award documents; interprets, clarifies, and ensures compliance with Sponsor and RFPRFA guidelines; serves as primary administrative contact and liaison for the University and Sponsors at the proposal stage; identifies and elevates matters involving Conflict of Interest, Human or Animal Subjects, Biosafety, Export Controls, Intellectual Property, Unmanned Aerial Vehicles, and Responsible Conduct of Research for assigned colleges and campus units. Drafts, reviews, analyzes, negotiates, and recommends grants, cooperative agreements, contracts, and other agreements for acceptance by The University Corporation ("TUC") on behalf of the university; provides training for faculty and staff in all pre-award processes and procedures including the Cayuse electronic research administration program; completes registration on behalf of the university to appropriate sponsor systems as needed; issues accounts for faculty, administrators, and staff to appropriate sponsor systems such as eRA Commons, NSF Fastlane, and NSPIRES; prepares content and provides leadership for various campus-wide events, workshops, and meetings; serves as the lead in drafting and updating contract and various other bilateral agreements, including but not limited to MOUs, MTAs, PSAs, and NDAs; negotiates awards with sponsors to address non-standard contract clauses, terms and conditions; accepts awards on behalf of the University and processes appropriate documentation for project setup; reviews literature on research administration and attends special conferences, workshops and trainings; acts as the primary liaison with other units, to conceive of, design, host, and implement professional development activities for investigators; and performs other duties as assigned.

## Qualifications:

Equivalent to graduation from an accredited four-year college or university in a job-related field. Equivalent to three years of full-time, progressively responsible technical, analytical, or administrative experience. Additional experience in job-related field may be substituted for up to two years of the required education, on a year for year basis.

## Knowledge, Skills, & Abilities:

Working knowledge of general practices, program, and/or administrative specialty. Working knowledge of operational analysis and techniques. Thorough knowledge of Microsoft Office Suite, Adobe Acrobat Pro, Cayuse and Filemaker Pro. Ability and specialized skills to expertly investigate and analyze problems with a broad administrative impact and implications. Ability to: supervise and/or train others and provide lead work direction; interpret, and apply a wide variety of policies and procedures to develop conclusions and make recommendations; possess tenacity towards and commitment to the quality of their work and the service provided; work collaboratively with other Grant Specialists and in close cooperation with the post-award unit; compile, write and present reports related to program or administrative specialty; and communicate clearly and effectively both orally and in writing.

## How To Apply:

Candidates should apply by completing the CSUN on-line application <http://www.csun.edu/careers/> link. NOTE: Internal candidates should apply through the portal by accessing the View Job Openings/Apply link on the Human Resources/Employee pagelet.

## Details

### Job ID

7165

### Job Title

Grants Specialist

### Application Deadline

11/17/2017

### Salary Range

\$3897.00 - \$6453.00

### Min. Education

Bachelors

### Min. Years of Experience

1 - 5 years

### Job Location

Northridge (20 mi N. of Los Angeles), CA

### Website

<http://www.csun.edu/careers/>

### Contact Name

Lang, Shirley

### Contact Phone

818-677-2901

### Contact Email

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(<mailto:shirley.lang@csun.edu>)

### Best Method of Contact

Email