



## Job details

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<b>Requisition ID</b>	36641BR
<b>ASU Job Title</b>	Grant + Contract Officer
<b>Job Title</b>	Grant + Contract Officer
<b>Campus/Location</b>	Campus: Tempe
<b>Job Family</b>	Research Operations
<b>Department Name</b>	ORSPA Proposal & Negotiation
<b>Full-Time/Part-Time</b>	Full-Time
<b>VP Code</b>	KNOWLEDGE ENTERPRISE DEV
<b>Scope of Search</b>	Open
<b>Grant Funded Position</b>	This is not a grant funded position and is not contingent on future grant funding.
<b>Category</b>	02
<b>Salary Range</b>	\$38,160 - \$50,000 per year; DOE
<b>Close Date</b>	01- November-2017
<b>Job Description</b>	

OKED Operations has a position open in Research Administration for a Grant & Contract Officer with a particular interest in Proposals and PreAward administration. The duties will encompass the exciting and time structured activities surrounding the review, submission and management of information and inquiries related to Proposal Applications among a varied customer base including ASU Research Advancement Administrators and External Sponsors.

### Essential Duties

- This position is in the central research office. With guidance and direction, the GCO will support PFT (Proposal Functional Team) including, but not limited to the review and interpretation of a funding announcement or request for proposal instructions; understanding regulatory compliance; proposal review and will be authorized to submit proposal applications and other related activities for the university.
- Day to day activities surround proposal applications including basic office functions; data entry; use of various software, databases, and OKED websites; and correspondence that comes from internal and external customers.
- Works in conjunction with department Research Advancement Administrators to ensure timely and accurate post submission handling of requests for changes or additional information to a proposed application before award.
- Acts as administrative resource to department staff, providing guidance, review and authorized submission of grant and contract proposals to federal, state, and private funding agencies. GCO will be responsible for ensuring ongoing compliance with all applicable regulatory and financial compliance requirements imposed on Institutions of Higher Education including, but not limited to the sponsor requirements, ABOR, university, state and federal regulations [which includes the Federal Acquisition Regulation (FAR) and OMB Uniform Guidance (2 CFR Part 200)].
- Other duties as assigned to ensure success of the Proposal Functional Team Mission Statement

**Minimum Qualifications**

Bachelor's degree required and three years of related experience, OR, any equivalent combination of experience, and/or education from which comparable knowledge, skills and abilities have been achieved.

**Desired Qualifications**

- Demonstrated knowledge with the National Science Foundation, Public Health Services or Department of Defense is essential.
- Experience in research administration (preferably Pre-Award) including applicable policies and procedures.
- Experience in making sound business judgment, problem-solving & critical thinking.
- Experience in working independently with moderate direction from a supervisor.
- Experienced in multitasking and time-management to meet deadlines on a daily basis.
- Evidence of effective written and oral communication skills.
- Experience in customer service.
- Experience with Microsoft applications (e.g. Word, Excel, Outlook).
- Experience in navigating multiple web applications and efficiently find/reference published guidelines.

**Working Environment**

Activities are primarily performed in a regular, climate controlled office setting subject to extended periods of sitting. Visual acuity and manual dexterity associated with daily use of desktop computer; bending, stooping, reaching and lifting up to 20 pounds. Ability to clearly communicate verbally in English, read, write, see, and hear to perform essential duties. Ability to interpret complex sponsor regulations. Expected to be responsive to customers, engaged in work production, resourceful, flexible, and respectful of others.

**Department Statement**

The Office of Knowledge Enterprise Development is committed to Advancing Research, Innovation, Entrepreneurship and Economic Development. We seek research funding, support faculty researchers, nurture partnerships with external partners, promote innovation and entrepreneurship, and share what we learn with the community and the world. We make discovery possible. <http://research.asu.edu/>

**ASU Statement**

Arizona State University is a new model for American higher education, an unprecedented combination of academic excellence, entrepreneurial energy and broad access. This New American University is a single, unified institution comprising four differentiated campuses positively impacting the economic, social, cultural and environmental health of the communities it serves. Its research is inspired by real world application blurring the boundaries that traditionally separate academic disciplines. ASU serves more than 90,000 students in metropolitan Phoenix, Arizona, the nation's fifth largest city. ASU champions intellectual and cultural diversity, and welcomes students from all fifty states and more than one hundred nations across the globe.

ASU is a tobacco-free university. For details visit [www.asu.edu/tobaccofree](http://www.asu.edu/tobaccofree)

AmeriCorps, Peace Corps, and other national service alumni are encouraged to apply.

Arizona State University is a VEVRAA Federal Contractor and an Equal Opportunity/Affirmative Action Employer. All qualified applicants will be considered without regard to race, color, sex, religion, national origin, disability, protected veteran status, or any other basis protected by law.

**Employment Verification Statement**

ASU conducts pre-employment screening which may include verification of work history, academic credentials, licenses, and certifications.

**Background Check Statement**

ASU conducts pre-employment screening for all positions which includes a criminal background check, verification of work history, academic credentials, licenses, and certifications. Employment is contingent upon successful passing of the background check.

**Instructions to Apply**

Application deadline is 3:00PM Arizona time on the date indicated.

Please include all employment information in month/year format (e.g., 6/88 to 8/94), job title, job duties and name of employer for each position.

Resume should clearly illustrate how prior knowledge and experience meets the Minimum and Desired qualifications of this position.

ASU does not pay for travel expenses associated with interviews, unless otherwise indicated.

Only electronic applications are accepted for this position.

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