

Position: Contracting Officer (Research Associate I) (PVA# 40427)

Job Purpose: Prepare, process, submit, negotiate and administer assigned research grant and contract proposals and awards under federally-funded contracts including oversight of pre- and post-award activities and negotiations. Provide contractual services and guidance to faculty and research staff including review, analysis and interpretation of new awards. Monitor grant and contract performance.

Major Responsibilities:

- Facilitate research proposal preparation, processing and submission.
- Inform faculty and staff on proposal submission process, regulatory compliance requirements and Institute policy.
- Negotiate or coordinate negotiations of terms and conditions related to contract awards.
- Monitor awards and serve as contact for all business/contractual matters throughout life cycle of award.
- Perform other related duties as assigned.

Basic Qualifications:

- **Education:** Bachelor's degree or equivalent combination of education and experience.
- **Work Experience:** Five to seven years job related experience
- **Certifications:** N/A
- **Skills:** This job requires working knowledge of and skill in contract administration and negotiations as applied to federal contracts and grants. Specifically, a deep working knowledge of the applicable Federal Acquisition Regulations (FAR) and 2 CFR 200, Uniform Requirements and other related statutes, regulations and laws specific to grants, cooperative agreement and contracts. Communications and negotiations skills are required.

- **Preferred Qualifications:**
- **Preferred Education:** N/A
- **Preferred Work Experience:** N/A
- **Preferred Certifications:** Certified Research Administrator (CRA) and/or Certified Pre-Award Research Administrator (CPRA).
- **Preferred Skills:**
 - Experience within a not for profit, educational or federal government contractor organization is preferred.
 - Ability to interact with key faculty member, staff and students in a multi-cultural environment.
 - Must be able to manage a high volume workload by prioritizing objectives and exercising independent judgment based on an understanding of organizational policies and procedures.
 - Able to work independently and in coordination with intra-university teams to meet deadlines.
 - Familiarity with various sponsoring agencies such as Department of Defense, other federal agencies, non-profit organizations, for-profit and foundations.
 - Logical Thinker, good analytical skills; Ability to think strategically and creatively; Good overall business knowledge.
 - Excellent organizational and time management skills.
 - Experience in driving cross-functional initiatives
 - Computer related experience to include usage of databases, operating systems, office automation applications.

Additional Information: May require a national security clearance.

How to apply: Resumes and Cover Letters should be sent via email or fax to:

Rex Welch
HR Manager
Rex.welch@gtrc.gatech.edu
Fax: 404-385-2078

The email/fax must reference the position number in the subject line: Position Number = PVA # 40427

Three letters of Reference and College Transcripts will be required of the final candidate.

Primary Location: Georgia-Atlanta