**UNIVERSITY OF MARYLAND**

**COLLEGE OF AGRICULTURE AND NATURAL RESOURCES**

**POSITION ANNOUNCEMENT**

**Title:** Contract Administrator

**Functional Title:** Contract Administrator

**Position Number:** 120579

**Category:** Regular, Exempt, Full-Time Position

**Unit:** University of Maryland **- AGPAS**

**Location:** University of Maryland, College Park Campus, Symons Hall

**Position Summary:**

Pre-award cycle of sponsored program administration including identification of funding sources, budgeting and proposal preparation, proposal submission, direct communication with Principal Investigator, sub awardees, sponsor, and departmental support, on proposal-related issues and contract negotiations, with occasional need to engage on post-award issues.

**Job Responsibilities:**

Assemble and submit proposals to extramural sponsors. Intake and advise PI’s. Assemble all components of proposal including budget, narrative, and all ancillary forms, including those of any subawardees. Keep all tasks on schedule to successfully route proposal through Kuali Research to ORA before sponsor’s deadline. When applicable, prepare all materials in sponsor’s online systems. Serve as primary contact in AgPAS (representing AGNR) to PI, Departmental Chairs and Admin staff, subawardee PI’s and Admin Staff, and sponsors. The environment is large volume, fast-paced, complex, detail oriented, and multifaceted, requiring expert skill.

All four AgPAS Contract Administrators work in a shared environment and will be expected to assume other team members’ work when and if need arises. Thus, each team member must maintain all proposal development work in a coherent and easily accessible standardized format with established conventions existing on the share drive.

On a regular scheduled basis, advise and consult with faculty, department chairs, and administrative offices to ensure compliance on budgetary and other preaward-related concerns. This can take the form of office visits or presentations.

Provide constructive feedback to Assistant Director and other team members on operational efficiency of the unit. Share knowledge, suggest change.

Keep current with emerging trends in AGNR research interests, changes in UMD and external policy, regulatory actions, new submission systems, and other factors that touch upon pre-award services. This includes participating in scheduled training opportunities.

**Qualifications:**

Required–

B.S. degree Bachelor’s degree required. Master’s degree preferred.

Minimum:
A minimum of three years’ experience in electronically-administered Research Administration is required. Prior experience required working with and managing grant submissions. Facility with standard office and business software applications. Ability to communicate effectively both verbally and in writing. Ability to work independently on assignments. Ability to handle sensitive and confidential matters with discretion and tact.

Preferred:
Adept with Microsoft Excel.

Minimum:
Knowledge of budgeting, particularly within categories pertinent to submission of grant proposals. Possess quantitative skills and experience in the preparation of financial reports. Working knowledge of federal regulations regarding fiscal management of federal funds such as OMB Circulars and Federal Acquisition Regulations. Experience with electronic research systems such as Grants.gov/Workspace, NSF Fastlane/Research.gov, NIH Commons/ASSIST, etc. Experience with Kuali Research. Experience with University-specific accounting systems such as Kuali Financial System (KFS), PeopleSoft, or equivalent.

Preferred:
Documented coursework or related job experience in agriculture or life sciences.

**Physical Demands of the Position:**

Typical office tasks

**Salary & Benefits:**

Salary commensurate with experience, with a base salary of $55,000 per year. The University of Maryland offers an extensive benefits package.

**Applications:**

All candidates must apply online at <https://ejobs.umd.edu/> for position A complete application packet includes a letter of application, a current signed resume, transcripts (copy acceptable for application process, official transcripts required if offered the position), and three (3) references, including name, mailing address, telephone number, and E-mail address.

**Closing Date:**

For best consideration, apply by January 25, 2019 or until a suitable candidate has been identified.

*The University of Maryland, College Park, actively subscribes to a policy of equal employment opportunity, and will not discriminate against any employee or applicant because of race, age, sex, color, sexual orientation, physical or mental disability, religion, ancestry or national origin, marital status, genetic information, political affiliation, and gender identity or expression. Minorities and women are encouraged to apply.*