

Senior Grant and Contract Officer
Grant and Contract Officer II – Band G
Office of Sponsored Programs (OSP)

The Office of Sponsored Programs (OSP) oversees the administration of sponsored programs at Cornell University including sponsored research, instruction, and extension. OSP operates through delegation of authority from the University Board of Trustees as a unit of the Office of the Vice Provost for Research. Grant and Contract Officers (GCOs) in OSP are authorized to sign and submit proposals to sponsors.

We have an immediate opening for a Senior Grant and Contract Officer on the Federal Team.

What you will do:

Serve as a Senior Grant and Contract Officer in the Office of Sponsored Programs to support the advancement of research while adhering to external and institutional regulations and policies. Provide pre- and post- non-financial award administration of a portion of University's 2,500 sponsored projects that support approximately \$500 million in sponsored activity annually. Reporting to the Team Lead, provide senior leadership and expertise in the review, negotiation, and execution of highly complex sponsored research contracts, subcontracts, and other agreements. Manage a high volume, deadline driven workload with minimal supervision. Work closely with investigators, sponsors, and university research administrators and executives throughout the contracting process to provide timely and effective support and services to advance research and other sponsored programs and maintain positive sponsor relationships while adhering to regulations and University policies.

Serve as back-up and support for the Team Lead. Provide mentoring and training to junior staff members. Model professional and customer service oriented behavior and lead by example. Participate, at the request of the Director or Team Lead in special projects, decision-making and internal policy development.

What you will need:

Bachelor's degree with a minimum of five years of experience in contract negotiation in a highly complex research environment,

Ability to understand, apply and communicate complicated contractual terms, sponsor regulations and University policies to individuals in and outside the University while maintaining high level of confidentiality. Proven effective negotiation skills of highly complicated terms and conditions in a high-volume environment.

Thorough understanding and working knowledge of the OMB Uniform Guidance, FAR, DFAR and other applicable US regulations. Knowledge of and proven ability to effectively interpret and apply contract law, intellectual property, insurance and indemnification and other external regulations and internal policies in advancing business needs while appropriately managing institutional risk.

Ability to maintain and utilize current knowledge and understanding of external regulations, government agencies/responsibilities and decision-making processes, and internal business and research operations and initiatives. Experience with complex enterprise IT systems and ability to effectively use technology. Effective oral and written communication skills, including development and delivery of training, presentations to individuals and groups; developing written guidance, directions, and procedures that are end-user friendly and focused; and in engaging external and internal stakeholders to achieve successful outcomes. Proven effective analytical and problem solving skills. Ability to lead teams, work through formal and informal decision-making networks, and apply risk-based analyses and decision-making.

Preferred, but not required:

JD or other advanced degree in science, technology, engineering, or business administration.

Visa sponsorship is not provided for this position.

Please apply online at <https://hr.cornell.edu/jobs> (posting #WDR-00029885).

For questions regarding this position, please contact:

Jamie Sprague

Team Leader/Sr. Grant and Contract Officer

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Cornell University embraces diversity and seeks candidates who will contribute to a climate that supports students, faculty and staff of all identities and backgrounds. We strongly encourage individuals from underrepresented and/or marginalized identities to apply.

As part of the university's [comprehensive vaccination program](#), all Cornell employees are required to have and provide proof of an FDA-or WHO-authorized or approved COVID-19 vaccine and booster or have obtained a university-approved disability/medical or religious exemption, regardless of their role and work location.

New hires are required to provide documentation showing full vaccination status (that is, completion of two shots of the Moderna or Pfizer vaccine or one shot of the Janssen/Johnson & Johnson) before their first day of work. If a new hire's vaccination is not complete or information is not received by their start date, the first day of work will be delayed. It is possible in some cases that an offer of employment may be withdrawn. New hires are also required to have and provide proof of their vaccine booster within 30 days of the start of their employment or within 30 days of eligibility for the vaccine booster.

For additional information on Cornell's Vaccination/Booster Compliance Program [click here](#).