



# Cornell University

## Grant and Contract Officer

Grant and Contract Officer I – Band F  
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 President for Research and Innovation (OVPRI). Grant and Contract Officers (GCOs) in OSP are authorized to sign and submit proposals to sponsors

We have three immediate openings for Grant and Contract Officers.

### What you will do:

Serve as a member of the Office of Sponsored Programs team, providing sponsored proposal and award administration services, expertise, and guidance to advance the institution's research and other sponsored programs. Represent the university and Principal Investigators (PIs) to sponsors in proposal submission, grant negotiation and acceptance, and other collaborations to facilitate proposal and award activity while upholding the institution's principles, policies, and goals. Review and approve proposals and standard agreements. Support contract negotiations in accordance with institutional policies, sponsor and government regulations, and academic goals. Serve as a resource for PIs and research administrators (RAs), including in the interpretation of proposal and sponsor requirements. Facilitate flow of information between PIs and administrative offices including research compliance, post-award finance, IP management, and sponsors. Keep abreast of existing and emerging sponsor regulations, practices, and policies and potential impact on the institution and sponsored programs. Contribute to development of customer communications, services and training.

### What you will need:

Bachelor's degree with a minimum of two, preferably four, years of experience administering sponsored agreements, ideally in an academic setting, or an equivalent combination of education and experience. Proven effective oral and written communication, organizational, analytical, and problem-solving skills and customer service orientation. Working knowledge of sponsor, government, and organization regulations, including OMB 2 CFR 200 (Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards). Ability to effectively apply communication, risk management and collaboration skills to develop solutions and outcomes that protect the institution and its researchers while facilitating the ability to successfully obtain sponsored funding and conduct research. Ability to interpret and apply regulations, policies, and laws related to sponsored programs within the context of the institution's goals, priorities, and practices. Proven ability to successfully collaborate with, and gain consensus among, a diverse constituency including internal and external stakeholders, in different geographic locations and with sometimes distinct needs. Ability to effectively manage details, competing priorities, and deadlines. Ability to utilize electronic information systems and reporting to ensure accuracy of data, manage communications, decision making, and progress assessment. Attention to detail, time management skills, effective listening skills and ability to maintain confidentiality, professionally represent the institution, and to negotiate with individuals toward successful conclusions are required.

### Preferred, but not required:

Knowledge of contract law, intellectual property, insurance and indemnification, and JD or other advanced degree.

*Visa sponsorship is not provided for this position.*

Please apply online at <https://hr.cornell.edu/jobs> (posting #WDR-00028868).

*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.*

Cornell University is an equal opportunity affirmative action educator and employer.