Grant Management Specialist

Office of Sponsored Projects | Seattle University

FLSA Status: Non-exempt

Salary Range: $58,600 - $64,900

Months Per Year: 12

Hours Per Week: 37.5

Work Model: Hybrid

Position Description

The Office of Sponsored Projects (OSP) has an exciting opportunity for an organized, financially-minded individual to grow in the field of research administration at Seattle University.

The Grant Management Specialist (Specialist) will fill a critical gap in the OSP by providing support to Principal Investigators (PIs) and college and center-level sponsored project staff on award and budget management in alignment with sponsor and SU policies and procedures. The level of support and collaboration will vary by division, based on their sponsored project portfolio. Additionally, this position will be responsible for pre- and post-award support for a small portfolio of standard grants. Under the direction of the Director of the OSP, the Specialist will collaborate closely with the Sponsored Research Officers (SROs) and Associate Controller to ensure exceptional award management and support.

This position requires a firm understanding of budget and financial management. A successful candidate will be detail oriented, organized, proactive, committed to high quality service to PIs and other project staff, demonstrate a willingness to deepen knowledge of sponsored projects, possess the capacity to perform assigned tasks independently and prioritize among competing demands, have strong communication skills, be a team player, and be responsive in a deadline-driven environment.

This is a full time (37.5 hours per week) position, eligible for full medical, vision, and dental benefits. The salary range is $58,600 - $64,900 depending upon experience. This position is eligible for a hybrid or remote work arrangement in accordance with Seattle University's Staff Flexwork Program.

Award Administration and Monitoring

This position will work to standardize post-award financial administration practices across the university and will provide post-award support and guidance to faculty and staff PIs, budget managers, and other sponsored project personnel through the following:

- Be familiar with active sponsored project awards and provide compliance guidance to PIs in accordance with sponsor and SU policies
- Develop and provide training, guidance, and troubleshooting to PIs on how to navigate SU's internal processes and systems such as ProcureSU, InformSU, EngageSU, and

Projects Accounting for matters related to personnel hiring and payment, procurement, contracting, and budget monitoring

- Review and approve reimbursement requests, purchases, invoices, independent contracts, and other expenses through ProcureSU after submission by the PI/divisional budget manager.
- Lead regular meetings with PIs, budget managers, and/or support staff to review award administration, financial management and spending, quarterly reports, compensation reports, and other required attestations
- Prepare and approve externally-funded salary allocations in collaboration with budget managers and PIs
- Support preparation and processing of cost transfers, no cost extensions, re-budgeting, changes in personnel, carry over requests, and other requests requiring prior approval
- Maintain an internal accounting system for select sponsored projects, as needed, to enable real-time (unofficial) budget status updates and monthly reconciliation
- Conduct monthly budget reconciliation for sponsored projects to identify areas of concern (unallowable costs, project overruns, projected deficits)
- Support PIs with tracking of report due dates and preparation of annual and final financial reports, as needed
- Serve as point of contact for PI and liaison with Sponsored Research Officers and Controller's Office to resolve financial and compliance issues
- Manage close out process for all sponsored projects
- Communicate non-financial compliance needs with Director and/or OSP administrative assistant
- Responsible for facilitation of proposal process and award acceptance/set-up for smaller, standard grants and contracts across the institution
- Facilitate and manage unfunded research agreements (i.e. data transfer, material transfer, non-disclosure agreements, etc.)

Subcontracting

The Specialist will serve as the primary liaison between SU and subaward institutions and subcontractors. The Specialist will coordinate with the SROs, Associate Controller and PIs in:

- Coordination with Office of University Counsel and/or other campus partners to create and/or review contracts
- Develop and facilitate the issuance and execution of subcontracts, including independent contractor agreements, and subawards
- Monitor and support subcontract and subaward compliance and management, as needed
- Monitor and coordinate invoicing associated with independent contracting agreements

Administration and Communications

- Track and follow-up with PIs and budget managers on internal post-award paperwork and processes (quarterly reports, compensation reviews, closeouts, salary allocations, etc.)
- Update award information in OSP internal tracking database

- Assist with facilitation of post-award peer learning groups and discussion hours
- Potential future growth - develop and provide post-award trainings and resources

Other

- Engage in regular professional development and engagement in the field of research administration
- Remain up to date with regulatory fields (e.g., federal guidelines, Uniform Guidance, sponsor-specific terms, NSF PAPPG, NIH, etc.)

Minimum qualifications

- Bachelor's degree and two years of related work experience or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the position.

Desired qualifications

- Experience working in an Institution of Higher Education and/or Nonprofit environment. Knowledge of and/or experience in grant and contract administration.

- Background in budget or financial management

- Certified Research Administrator designation

- Strong background in using Microsoft products such as Outlook, Word, Excel, Power Point; and other technology platforms to increase efficiency