

## **MARINE BIOLOGICAL LABORATORY POSITION DESCRIPTION**

DATE: 02/13/2024 PAGE/S: 2  
TITLE: Senior Grants and Contracts Administrator REVISION: 2  
EEO CODE: 2C GRADE: n/a  
REPORTS TO: Director, Sponsored Programs

---

### POSITION SUMMARY:

Under the direction of the Director of the Office of Sponsored Programs (OSP), the Senior Grants and Contracts Administrator exercises independent judgment at the highest level and assists in coordination and maintenance of key sponsored project activities that are essential to the smooth submission of proposals and the processing and stewardship of awards. This position provides professional guidance and support to faculty and other researchers, research administrators, and the finance team in all aspects of federal and non-federal sponsored pre-award and post-award functions. !

### MAJOR RESPONSIBILITIES:

- Pre-award: Assists faculty in identifying funding opportunities for grant proposals. Reviews and assists with preparation of proposals and budgets. Provides expert guidance to research administrators and faculty regarding applicable laws, sponsor guidelines, regulations, interpretation of solicitations, institutional policies, and budget allowability for federal and non-federal sponsors.
- Contract negotiations: Works closely with the Director of OSP to provide an in-depth review of federal and non-federal awards, sponsored contracts, and other sponsored agreements in accordance with federal, state, funding agency/sponsor, and institutional policies and regulations. Acts as a liaison between the institution and external federal and private funding agencies.
- Serves as a delegated Signing Official on behalf of the Institution, along with the Director of OSP.
- Post-award: Facilitates life-cycle management of awards to monitor performance, ensure compliance with Institutional policy and sponsor requirements as it relates to project statements of work, IACUC, IRB, COI budgets, and payroll verification. Assists with the Institution's annual single audits and other Sponsor reviews and audits. Serves as a post award resource within the Office of Sponsored Programs responding to award inquiries from Faculty, Research

Administrators, Development and Financial Services. Recommends improvements to OSP Director about policy, procedures, and the grants management system.

- Training and Professional Development: Develops content and implements a variety of training programs to support OSP administrators, research administrators, faculty and other researchers, including instruction related to award activities, electronic grants management systems and new hire orientations. Ensures timely communications of changes in Sponsor regulations.
- Subaward and Contractor Oversight: Assists with review of subaward risk assessments in accordance with Uniform Guidance per 2 CFR Part 200 Subpart D. Performs a pre and post award review of faculty's determination of a subrecipient or a contractor according to sponsor regulations. Performs review and execution of subaward agreements on behalf of the Institution.
- Participates in other related duties as assigned in order to meet the goals and objectives of the Office of Sponsored Programs and the Institution.

### **Skills Required:**

This position will require independent professional discretion and time management skills related to setting priorities for multiple proposal deadlines and other tasks. Must possess and retain a strong working knowledge of external sponsor regulations and be able to interpret and communicate policies and procedures to the faculty and administrators for institutional implementation of those regulations. Will continue to participate in training for professional development as appropriate.

- Master's Degree preferred plus 5 years' experience or Bachelor's Degree and at least 8 years' experience., preferred degree in Business or Finance.
- A minimum of 8 years' experience working with sponsored research administration in an academic environment/non-profit preferred.
- Expert knowledge of Uniform Guidance.
- High level of proficiency with Excel and relational database required.
- Experience with MBLs systems such as FileMaker Pro, Navision, and UltiPro preferred
- Ability to work with various sponsor electronic systems required.
- Rapid proficiency in the use of MBL systems required.
- Ability to interpret sponsor guidelines and regulations to ensure accurate response.
- Good negotiation skills required.
- Ability to interpret and summarize financial data required.
- Ability to manage detail-oriented workload required.
- Ability to organize and prioritize workload during high-pressure, high-volume workload periods required.
- Ability to exercise sound judgment, discretion, and tact required.
- Ability to handle multiple, concurrent tasks required.
- Excellent verbal and written communication skills required.
- Ability to communicate in writing and orally.
- Ability to develop and manage interpersonal relationships

- Ability to exercise absolute discretion regarding confidential matters.
- Ability to pay attention to detail.
- Ability to work effectively and collegially with little supervision or as member of a team.
- Ability to work with frequent interruptions.
- Ability to use computers extensively for 4 hours or more.