

University of
New HampshireUniversity System
of New Hampshire

Grant & Contract Administrator III

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As a member of the Office of Sponsored Programs Administration Pre-award Compliance team, the Grant & Contract Administrator III is a senior pre-award specialist responsible for managing complex research proposal submissions from intake through final submission. This role provides advanced guidance to faculty and staff on sponsor requirements, develops and reviews budgets, ensures full compliance with institutional and sponsor policies, and coordinates all components of the proposal package. The GCA III serves as a key resource for faculty and staff, independently handling high-volume, high-complexity submissions and ensuring timely, accurate delivery to sponsors.

Please note this position is a hybrid option-only position. There is a requirement to come to the office located at UNH's main campus in Durham, NH.

Duties/Responsibilities

Proposal Development and Submission

- Manage end-to-end preparation, review, and submission of complex proposals, including multi-PI, multi-institution, center-level, and limited-submission applications.
- Interpret and apply sponsor guidelines, FOAs, and institutional policies to ensure compliant and competitive submissions.
- Develop, review, and revise detailed proposal budgets, budget justifications, and supporting documentation.
- Coordinate with PIs on the required materials and resolve issues prior to submission.
- Ensure timely submission through sponsor portals (e.g., Grants.gov, Research.gov, NIH ASSIST)

Compliance and Risk Management

- Conduct comprehensive compliance reviews for all proposal components, including budget accuracy, cost principles, effort commitments, subrecipient documentation, and regulatory requirements.
- Identify and mitigate compliance risks related to sponsor terms, institutional policies, and federal regulations (e.g., Uniform Guidance, agency-specific rules).
- Ensure adherence to internal deadlines, routing procedures, and institutional approval workflows.
- Ability to interpret and apply regulations, policies, and laws related to sponsored programs within the context of the institution's goals, priorities, and practices.

Operational Excellence

- Communicate proactively and collaboratively to maintain positive, service-oriented relationships.
- Mentorship and support to junior GCA's
- Support team culture by modeling critical thinking, accountability, and collaborative problem-solving.
- 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.
- Effective listening skills and ability to maintain confidentiality and professionally represent the institution.

Requirements**Minimum Acceptable Education & Experience:**

- Master's degree in field related to finance or business and three years of experience in sponsored programs administration, including proposal submissions, or Bachelor's degree in field related to finance or business and five years of similar related experience.

Knowledge, Skills & Abilities:

- Working knowledge of sponsor, government, and organization regulations, including: Uniform Guidance (2 CFR 200) and the Federal Acquisition Regulations.
- Strong analytical skills with the ability to interpret policy, assess risk, and resolve issues independently.
- Demonstrated experience preparing and submitting proposals.
- Excellent communication, organizational and time management skills.
- Proficiency in using Excel.
- Must feel comfortable working on various platforms (e.g., Cayuse, Workday).
- Supervisory ability

Preferred Qualifications:

- Certified Research Administrator

Applicant Instructions:

Applicants should be prepared to upload the following documents when applying online within the *My Experience: Resume/CV* section of the application: (Maximum of 5 Documents)

- Resume/CV
- Cover Letter
- Contact Information for 3 Professional References

Applications that are missing any of the required items may not move forward for consideration. Additional uploaded documents not requested in the position announcement will not be reviewed.

The University of New Hampshire is an R1 Carnegie classification research institution providing comprehensive, high-quality undergraduate and graduate programs of distinction. UNH is located in Durham on a 188-acre campus, 60 miles north of Boston and 8 miles from the Atlantic coast and is convenient to New Hampshire's lakes and mountains. There is a student enrollment of 13,000 students, with a full-time faculty of over 600, offering 90 undergraduate and more than 70 graduate programs. The University actively promotes a dynamic learning environment in which qualified individuals of differing perspectives, life experiences, and cultural backgrounds pursue academic goals with mutual respect and shared inquiry.

EEO Statement

The University System of New Hampshire is an Equal Opportunity/Equal Access employer. The University System is committed to creating an environment that values and supports diversity and inclusiveness across our campus communities and encourages applications from qualified individuals who will help us achieve this mission. The University System prohibits discrimination on the basis of race, color, religion, sex, age, national origin, sexual orientation, gender identity or expression, disability, genetic information, veteran status, or marital status.

Compensation Pay Range:

\$66,480.00 - \$118,860.00

The pay range for this position is listed above. Actual offer will be based on skills, qualifications, experience, and internal equity, in addition to relevant business considerations. More information on benefits can be found here:

[USNH Employee Benefits | Human Resources](#)

Location:

Durham

Internal Candidate

Are you an employee of KSC, PSU, UNH or the system office? Apply internally within [Workday](#) through the [Jobs Hub](#) app.

About Us

The University System of New Hampshire is the largest provider of postsecondary education in the Granite State. With approximately 30,000 enrolled students annually and more than 90,000 alumni living in state, the institutions of the University System - the University of New Hampshire - Durham, the University of New Hampshire School of Law, the University of New Hampshire at Manchester, Plymouth State University, and Keene State College - have a direct impact on hundreds of thousands of New Hampshire citizens every year.

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