

Grant/Contract Specialist 2/3
LSU AgCenter

Direct Link: <https://www.AcademicKeys.com/r?job=123374>

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Posted May 13, 2019, set to expire Sep. 12, 2019

Job Title	Grant/Contract Specialist 2/3
Department	Office of Sponsored Programs
Institution	LSU AgCenter Baton Rouge, Louisiana
Date Posted	May 13, 2019
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Fiscal Services
Apply Online Here	https://lsu.wd1.myworkdayjobs.com/LSU
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Job Description	

Grant/Contract Specialist 2/3

Work Location: The LSU Agricultural Center is a statewide organization with offices in every parish of Louisiana. The administrative headquarters, including the Office of Sponsored Programs, are located in Baton Rouge.

About the LSU Agricultural Center: The LSU AgCenter, is one of nine campuses within the broader LSU enterprise (LSU System). The LSU AgCenter includes the Louisiana Agricultural Experiment Station, which conducts agricultural-based research, and the Louisiana Cooperative Extension Service, which extends the knowledge derived from research to the people of the state. The AgCenter is headquartered in Baton Rouge and has 12 “on campus” academic departments and five regions which are made up of 17 branch research stations and an extension office in each parish. For more information, visit the AgCenter’s web site at www.lsuagcenter.com. Administratively aligned with the AgCenter is the LSU A&M campus’s College of Agriculture which oversees the teaching function. Many

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AgCenter faculty hold joint appointments with the College of Agriculture so coordination is important.

Position Description: The Grant/Contract Specialist 2/3 serves as lead in a team of employees who provide administrative support to the contract and grant processes for the campus. Duties for the position include:

? Award Review/Approval

- o Review, analyze and negotiate award and grant terms and conditions including awards from commercial entities, foundations, state agencies, and federal agencies.
- o Secure award acceptance by the principal investigator/project director, and other LSU AgCenter administrators, as required.
- o Review scope of work and budget and ensure compliance with applicable LSU AgCenter policies and procedures, and state and federal statutes and regulations.
- o Confirm proposed activities have been reviewed and approved by appropriate regulatory committees, as applicable.
- o Confirm awards conform to proposed budget, scope of work and LSU AgCenter policies.
- o Identify problematic terms and conditions and work with OSP senior staff to resolve issues.
- o Secure the concurrence of the principal investigator/project director and other LSU AgCenter offices, as appropriate, prior to accepting awards with non-standard terms and conditions.
- o Advise all concerned parties of their responsibilities in meeting special or unusual award requirements.
- o Negotiate and develop contract terms and conditions in accord with LSU AgCenter research policies relating to classified research, intellectual property, liability and indemnification, publication rights, licensing, export control, conflict of interest, etc.
- o Use high-level analytical skills and make independent decisions regarding award terms and conditions.
- o Prepare standard contract agreements with private sector sponsors

? Proposal Review/Approval

- o Assist faculty and staff with proposals to secure funds for research and extension projects.
- o Review proposals, RFPs and solicitations for awards from extramural funding sources.
- o Ensure proposals are in compliance with applicable LSU AgCenter policies and procedures, and state and federal statutes and regulations.
- o Identify areas of risk and/or concern and work with Director, and faculty and staff on resolution of these areas.
- o As necessary, note the LSU AgCenter's objections to, or understanding of, specific sponsor terms or policies and work to resolve as needed.
- o Ensure proposals receive required approvals and clearances from appropriate LSU AgCenter administrators and compliance committees.

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- o Identify and coordinate special approvals where required.
- o Provide guidance to faculty and staff on the use of sponsor electronic research administration systems, and support electronic submission of proposals.
- o Provide Just-in-Time information requested by sponsor.

? Post-Award Activities

- o Identify and interpret sponsor approval requirements, policies, federal regulations, state statutes and LSU AgCenter policy related to the management and administration of extramural awards.
- o Coordinate approval of award modifications (no-cost extensions, requests for increased funding, rebudgeting, etc.).
- o Prepare subrecipient agreements and perform subrecipient risk assessments. Communicate and negotiate with subrecipient organizations.
- o Communicate with attorneys and administrators in the federal, state, and local governments, as well as private corporations and foundations.
- o Use high-level analytical skills and make independent decisions on post-award questions/issues.

? Other Activities

- o Assist with review, preparation and negotiation of non-sponsored project agreements.
- o Assist with sponsored programs training of faculty and staff and attend and/or participate in sponsored programs related meetings as requested.
- o Coordinate sponsored activities with other departments throughout the LSU AgCenter community.
- o Other duties as assigned.

Qualification Requirements: Minimum Qualifications:

- Bachelor's degree plus four years relevant experience in sponsored program administration;
- Demonstrated ability to conduct comprehensive, detailed analyses of complex policies, regulations, statutes and guidelines.
- Demonstrated ability to explain complex policies, regulations, statutes and guidelines to others including principal investigators, departmental staff, and upper administration;
- Negotiation skills sufficient to negotiate the terms and conditions of sponsored program awards including grants, cooperative agreements and contracts;
- Ability to coordinate and direct multiple projects simultaneously and to interact with individuals at multiple levels and disciplines;
- Proven ability to work effectively under pressure to meet deadlines including ability to prioritize in a climate of frequent change;
- Demonstrated ability to work independently and follow through on assignments with minimal direction;
- Ability to review and analyze, in detail, a large volume of documents quickly and accurately;
- Strong computer and internet skills;

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- Excellent verbal and written communication skills;
- Ability to think critically, flexibly and analytically.

Preferred Qualifications:

- Sponsored program experience in a university setting;
- Certified Research Administrator
- Proficiency in reviewing, understanding and interpreting federal regulations governing sponsored programs including 2 CFR 200, Federal Acquisition Regulations (FAR), Research Terms & Conditions and Agency Specific Terms & Conditions;
- Wide-ranging experience with the principles, practices, and procedures related to federal and non-federal pre-award and post-award sponsored program administration;
- Experience in planning, developing, implementing and conducting training workshops and programs.
- Ability to work in a small multi-function office environment with cross trained team member.

Salary and Benefits: Salary will be commensurate with education and experience. The LSU AgCenter has an attractive benefits package with a wide variety of benefit options. Current benefits offered include retirement, multiple medical insurance options, supplemental insurances (dental, life, long-term disability, accident, vision, long-term care, etc.), Tax Saver Flexible Benefits Plan (saves tax dollars on some child care and medical expenses), university holidays (14 per year, typically includes a week off at Christmas), generous annual (vacation) and sick leave benefits, Employee Assistance Program, and possible educational leave and tuition exemption for coursework at campuses of the LSU System. Specific benefits depend on job category, percent effort and length of employment.

Application Deadline: May 27, 2019 or until a suitable applicant is located.

Application Procedure: Apply online at <https://lsu.wd1.myworkdayjobs.com/LSU> (or through Workday for internal applicants) by attaching cover letter along with current resume, transcripts, and three letters of recommendation. Paper, faxed or emailed application materials will not be accepted, except that in lieu of attaching the recommendation letters online, they may be sent directly to:

Human Resource Management
103 J.N. Efferson Hall
Baton Rouge, Louisiana 70803
Email: SMSmith@agcenter.lsu.edu
Website: www.lsuagcenter.com

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Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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