

Administrator, Contracts & Grants II
Auburn University

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Posted Jan. 15, 2021, set to expire May 30, 2021

Job Title	Administrator, Contracts & Grants II
Department	Sponsored Programs
Institution	Auburn University Auburn, Alabama
Date Posted	Jan. 15, 2021
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Administrative Support/Services Fiscal Services
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Job Description

Job Summary

Provides administrative support at the Institutional level through Sponsored Programs for extramural projects including contract and grant term negotiation, proposal development assistance, review and approval, award review, contract and grant management, and contracts or grants funded equipment management.

Essential Functions

Assists with the acquisition, management, and reporting for sponsor funded equipment and materials while maintaining records and titles. Assists with the formalization of individual contracts and grants by negotiating and coordinating terms and conditions of agreements and informing appropriate parties. Assists in the administrative management of awards by approving and coordinating change orders, time extensions, budget reallocations, and monitoring reporting from inception to close-out. Serve as liaison between faculty, staff, and sponsors to advise and/or assist with the preparation and submission

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of proposals, review documentation for compliance with University, legal, and cost accounting standards, and other guidelines. Processes, reviews and approves subcontracts and associated documents (including invoices, modifications, etc.).

Education Level

Bachelor's degree from an accredited institution

Field of Study

Degree in Accounting, Business Administration, Engineering, a science discipline, or related field

Contact Information

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

Contact

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