THE UNIVERSITY of MISSISSIPPI

JOB DESCRIPTION

Contracts and Grants Specialist

Definition of Class

This is a professional position in which the incumbent provides assistance and oversight in the preparation of contract and grant applications. The incumbent negotiates contract and grant awards and subcontracts and frequently makes decisions by exercising discretion and independent judgment. Incumbent also assists with processes and procedures relating to contract and grants awards and subcontracts.

Examples of Work Performed

Reviews pre-proposals to ensure guidelines are followed.

Negotiates pre-awards and awards with sponsors.

Recommends institutional approval to submit proposal.

Drafts contractual arrangements and procurement proposals. Monitors contractual arrangements according to federal and state regulations.

Processes amendments, modifications, extensions, and terminations of contracts and subcontracts.

Examines contractual arrangements to ensure specifications are met.

Arbitrates claims or complaints occurring in performance of contract.

Conducts cost analysis of proposal. Analyzes price proposals.

Assists with submission of required reports.

Provides seminars to faculty and staff.

Participates in the revision of contracting policies.

Implements new strategies and procedures as appropriate.

Monitors grant activities to ensure compliance with regulations, as well as compliance with University policies and procedures.

Performs similar or related duties as assigned or required.

Essential Functions

These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Reviews proposals in anticipation of grant and contract funding, with authority to sign off on proposals and awards.

2. Formulates and negotiates complex, integrated, contractual arrangements.

3. Conducts closeout procedures for contractual arrangements.

4. Provides education on contract procedures to university faculty and staff.

Minimum Qualifications

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi's Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

Physical Requirements: These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

Physical Exertion: The incumbent may be required to lift up to approximately 25 pounds.

Vision: Requirements of this job include close vision.

Speaking/Hearing: Ability to give and receive information through speaking and listening.

Motor Coordination: While performing the duties of this job, the incumbent is frequently required to sit; talk and hear; and use hands to finger, handle or feel objects, tools or controls. The incumbent is occasionally required to stand; walk; climb or balance; reach with hands and arms; and stoop, kneel, crouch or bend.

Experience/Educational Requirements:

Education:
Bachelor's Degree from an accredited four-year college or university.

AND

Experience:
One (1) year of experience related to the above described duties.

Substitution Statement:
Related experience may be substituted for education, on a basis set forth and approved by the Department of Human Resources.

Interview Requirements

Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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The University of Mississippi is an EOE/AA/Minorities/Females/Vet/Disability/Sexual Orientation/Gender Identity/Title VI/Title VII/Title IX/504/ADA/ADEA employer. The University complies with all applicable laws regarding equal opportunity and affirmative action and does not unlawfully discriminate against any employee or applicant for employment based upon race, color, gender, sex, sexual orientation, gender identity or expression, religion, national origin, age, disability, veteran status, or genetic information. The University of Mississippi is an "at will" employer. This job description does not constitute an employment contract or negate "at will" employment.