



Pre-award Grant Administrator

Department: Academic Affairs

Recruitment #: S1876

Estimated Salary Range: \$57,219 - \$75,000 annually

Closing Date: Review begins immediately. Position open until filled

This is a full-time, 12-month, annually renewable, unclassified position in Academic Affairs at Western Oregon University (WOU) in Monmouth. Western Oregon University is a public, regional, comprehensive university. External funding in the form of grants and contracts at WOU is approximately \$10 million per year. External funding at WOU supports scholarship, public service, innovation in teaching and student support, and other activities that are important to WOU, or region, the state, and the nation.

MINIMUM QUALIFICATIONS

- Bachelor's degree
- Strong computer skills including word processing, database management, and spreadsheets
- Strong financial and analytical skills
- Knowledge of general accounting standards and auditing
- Excellent verbal and written communication skills and the ability to work with various individuals within the university
- Attention to detail, strong organizational skills, and the ability to be flexible and adaptable
- Ability to research issues and propose solutions to problems and the demonstrated initiative in improving processes and enhancing systems while exercising sound judgment, discretion and tact
- Ability to handle multiple, concurrent tasks within required deadlines
- Knowledge of Federal and Non-federal grant and contract policies

Preferred Qualifications:

- Bachelor's degree in accounting or business administration
- Three years of administrative, accounting, or grant and contract administration experience
- Experience with budgets, ledgers, invoices, and fiscal reporting
- Experience in one or more aspects of sponsored program administration in a research and/or service environment
- Experience with accounting systems
- Experience with grants management software and/or ERP system
- Ability to interpret policy for PIs Bas, etc.

****A criminal background check will be required as a condition of employment**

We are not considering candidates who require Visa sponsorship support. Additionally, the University typically only considers visa support for employees placed in specialized positions that are continuing regular University appointments.

DUTIES AND RESPONSIBILITIES

Proposal development and submission:

- Work with The Research Institute (TRI) and WOU staff and faculty to identify, prepare, and submit grant applications to federal and private sources and secure sponsored funding from federal and local granting agencies and foundations; Manage timelines and overall submission progression; Prepare grant budget and budget justifications and request for applications technical content requirements; Review and negotiate terms and conditions of award documents and contractual agreements with sponsors/sub awardees to ensure compliance with applicable policies, Federal and State laws, regulations, and

guidelines; Write standard agreements, sub-award/sub-contracts and consulting agreements and negotiate terms with sponsors; Manage application, assurances, and certification forms; Manage electronic submission and institutional authorization process; Manage transition from pre-award into post-award; Update faculty curriculum vitae and publication lists for proposal submissions.

Grant compliance and reporting:

- Serve as a resource to PIs, Post-award Administrator, and Director to ensure award activities and spending adheres to awards terms and conditions; Assist in the timely submission of required annual reports and continuation applications

Internal and external agency outreach:

- Attend internal and external agency meetings that focus on grants management in order to establish and maintain appropriate working relationships; Provide faculty development opportunities on grant seeking and application process

Data tracking:

- Track proposal submission, awards, rejections, and resubmissions; Develop institutional boilerplate information for proposals; Maintain database of faculty research and scholarship interests; Participate in process improvement efforts, including documenting procedures, delivering training and presentations, developing and applying new methodologies, identifying impediments and inventing solutions to remedy conflicts and potential problems.

APPLICATION PROCESS

You may submit all materials online at www.wou.edu/prostaffapp

Required Application materials (PDF preferred):

- 1) WOU Employment Application form (available at www.wou.edu/prostaffapp)
- 2) Letter of application that addresses each qualification of the position. Please include how your experience, education, and/or training might help us build a more inclusive, collaborative, and diverse community.
- 3) Resume
- 4) Contact information for three references
- 5) Copy of unofficial transcript for highest degree earned

As an alternative, you may submit application materials to:

S1876, Pre-award Grant Administrator, Human Resources, Western Oregon University, 345 N. Monmouth Avenue, Monmouth, OR 97361; **OR** e-mail to employment@wou.edu; **OR** fax to: 503-838-8144.

**Western Oregon University is an AA/EO/Veteran/Disability employer
committed to increasing the diversity of its workforce.**