



**University of Texas at El Paso
Job Description**

Job Code: 9157
Job Title: Grants and Contracts Specialist III-Research and Sponsored Projects
Department: Job may be available in different departments/divisions
Reports To: In accordance with specific departmental policies
FLSA: Exempt
Prepared by: Human Resource Services
Creation/Revision: December 14, 2010

Summary: Provides senior level support for the post-award management of contracts and grants within assigned departments/centers. Works under general supervision with latitude for the use of initiative and independent judgment.

Note: The primary accountabilities below are intended to describe the general content of and requirements of this position and are not intended to be an exhaustive statement of duties. Incumbents may perform all or some of the primary accountabilities listed below. Specific tasks or responsibilities will be documented in the incumbents' performance objectives as outlined by the incumbents' immediate supervisor or manager. This position is security-sensitive and subject to Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. Must possess a valid driver's license issued by the State where the applicant resides and must be insurable as defined in the UT System BPM 16-05-02, as applicable to the performance of essential duties and responsibilities of the position.

Statement of Duties and Responsibilities:

Interprets and applies procedures and regulations relating to the administration of government and private research grants, contracts, and gifts.

Establishes recordkeeping procedures and monitors records for appropriate information retention; keeps records on each research grant, contract, and gift received by the University for assigned PI/Department/College through respective tracking and monitoring modes.

Designs and creates systems to address specific program goals.

Reconciles general ledger accounts with various registers; extracts general ledger information; compiles cost revenue reports, and balance sheets; reconciles bank statements.

Verifies and posts details of business transactions, such as: funds received and disbursed; totals accounts to ledgers or computer spreadsheets and databases.

Compiles and sorts documents, such as: invoices, work orders, checks, vouchers, and substantiates business transactions.

Prepares and processes documents to be submitted for research grants proposals within the regulations related to each.

May assist with grant/contract writing functions to include researching/identifying funding opportunities, generating required documentation, establishing budgetary needs, and submitting proposals.

Responsible for maintaining required systems of internal controls, to provide reasonable assurance that operations are effective and efficient, assets are safeguarded, financial information is reliable and applicable.

Knowledge of all Microsoft Office software and able to learn and use institutional software systems.

Complies with all State and University policies.

Other duties may be assigned.

Supervisory Responsibilities: Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimum Education required: Associates degree from a two year college or technical school in a business field.



Minimum Experience required: Five years related experience to the statement of duties and responsibilities; or equivalent combination of education and ex in the research and sponsored projects area or in a closely related field; or equivalent combination of education and experience.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; sit, use hands to feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee must regularly lift and move up to 50 pounds. Special vision requirements include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet to moderate.