***This old UMB job description was created between 2000 and 2014 and is being provided as a template or guide in the preparation of a current job description. The essential functions are general in nature and may not accurately depict the duties of a specific unit. Managers are encourage to update and provide specific duties that are applicable to work being performed in the unit.***

Job Title: **Administrator, Contract And Grants**

Job Family: Research Administration Sub Family: General Contracts & Grants

**Job Summary:**

This position resides in the Office of Research and Development. Provides full-service contracts and grants administration including negotiation of complex contracts and agreements. Provides advice and guidance to faculty and administrators regarding research administration issues. Ensures proposed terms and conditions are in compliance with applicable regulations and do not conflict with existing commitments.

**Essential Functions:**

* Negotiates and approves for signature complex contracts and agreements where there is a high consequence of error.
* Provides oversight and management of the assessment of grant applications and contract proposals, ensuring compliance with Institutional Review Board, IACUC, FDA, and granting agencies.
* Reviews terms and conditions of new contractual agreements and evaluates changes to pre-existing agreements. Negotiates with sensitivity to intellectual property matters.
* Acts as a liaison with internal clients to ensure timely and accurate submission of grants and contracts.
* Exercises discretion and originality where no clear precedent exists.
* Supervise staff to ensure motivation and effectiveness as well as overall productivity in alignment with departmental goals/objectives.
* May draft customized agreements.
* Performs other duties as assigned.

**Minimum Qualifications**

Education: Bachelors business or public administration or another appropriate field

Experience: Five (5) years progressively building an administrative background in the area of research administration,.

Supervisory:

Licensure/Certification:

Other: No subsitution of experience for minimum education requirement.

Financial Disclosure required.

**Knowledge, Skills, and Abilities**

*Managers may provide prefered knowledge, skills, and abilities as necessary.*

Job Code: E1407G

SOC Code: 131190 IPEDS: Business

EEO6 Code: Professional State Code: 9213053

USM eCode: E40144 AAP Code: 3A