The Grant and Contract Administrator is an integral component of the administration of sponsored project activity at Binghamton University. A member of the Division of Research, the Grant and Contract Administrator will guide faculty and staff in all pre-award activities from identification of funding sources, through submission of a proposal to negotiation, acceptance and monitoring of various awards including contracts, grants, and cooperative agreements. Typical duties and responsibilities include:

**TYPICAL DUTIES AND RESPONSIBILITIES:**

- Provide assistance to faculty in the development of proposals in various disciplines across the University. Includes identifying potential sources of support, shaping of preliminary inquiries, formulating budgets, overseeing proper transmittal of proposals and ensuring compliance with university policy and sponsoring agency requirements.
- Meet with faculty individually and in groups.
- Monitor electronic services and databases to locate funding opportunities and disseminate to University community.
- Interface with federal and state agencies, industrial sponsors, and private foundations.
- Assist in administration of proposals and grants by advising faculty and project directors of policies and procedures relevant to sponsored programs.
- Negotiate terms and conditions on contracts, subcontracts and grants.
- Review awards for compliance with institutional and sponsor regulations and for account establishment.
- In conjunction with office staff, develop and revise office policies with an eye towards providing efficient services to the University community.
- Maintain knowledge of compliance issues.
- Enhance professional skills through continuing education, participation in professional organizations, and attending professional meetings.
- Work closely with sponsored project fiscal administration throughout the lifecycle of a funded project.
- Develop and present training programs to University community.
- Plan, manage, and/or assist with special events and activities as needed.

**EDUCATION AND EXPERIENCE REQUIRED:**

- Bachelor's degree required, Master's degree preferred. *(Five to seven years of direct experience in a university sponsored programs office can satisfy degree requirement.)*
- 3-5 years administrative experience, preferably in grant/contract administration and negotiation.
- Previous higher education, SUNY and/or Research Foundation experience desirable
- Experience in a busy, service-oriented office.

**SPECIAL TRAINING:**

- Familiarity with contracts, grants and granting agencies (governmental, private, industry, etc.).
- Working knowledge of governmental regulations and compliance requirements relating to research administration is desirable.

**SPECIAL KNOWLEDGE, ABILITIES AND SKILLS:**

- Proven organizational and communication skills and attention to detail.
- Ability to meet multiple deadlines with little notice.
- Ability to deal with a diverse community with tact and discretion.

**LEVEL OF SUPERVISION TO BE RECEIVED:**

The Grant and Contract Administrator reports to the Director of Research Development Services and is expected to discharge assigned responsibilities with a minimum of direction and follow-up. A high level of sound judgment with independent decision-making is expected.