Senior Contracts and Grants Analyst – Post Award - 42576-1A

Updated: Sep 14, 2022
Location: Irvine-Campus
Job Type:
Department: ENGR DO Research Management

Job Opening ID: 42576
Reports To: Principal Contracts and Grants Analyst
Working Title: Senior Contracts and Grants Analyst
Department: ENGR DO Research Management
Bargaining Unit: 99
FLSA: Exempt
Payroll Job Code: 006206
Job Location: UCI Campus- Irvine
Percent of Time: 100%
Work Schedule: 8-5, M-F
Employee Class: Career

***Alternate work locations can be discussed during the interview process***
The Samueli School of Engineering has one opening. This opening is being advertised at two levels RSCH ADMN 2 and RSCH ADMN 3 (Contracts and Grants Analyst and Senior Contracts and Grants Analyst), respectively. The final candidate will be hired at the level that best corresponds the individual's skills and experience.

Position Summary:

The Samueli School of Engineering’s (SSoE) Contracts and Grants Unit named Engineering Research Management (ERM) provides quality assistance to faculty, researchers, and other academic personnel affiliated with the School to obtain (Pre-Award) and manage (Post-Award) sponsored awards that support research, training, and other scholarly activities. ERM ensures timely, accurate, and responsible stewardship of funds by carrying out these administrative activities within UC, UCI, Federal, State, and agency policies, procedures, and regulations. ERM (Pre-Award) staff assists with the submission of contract and grant (C&G) proposals from all prospective sponsors including but not limited to the Federal Government, Private Foundations, and For-Profit Entities.

Uses skills as a seasoned, experienced research administrator to independently process and / or oversee awards and / or transactions related to contract and grant management and maintains
contract and grant records in compliance with institutional research sponsor policies. Works on assigned faculty portfolio to manage their research funding from award to closeout. Works on awards of diverse scope where analysis of data requires thorough understanding of complex regulations. Completes and approves transactions for signature by manager or other authorized institutional official. Guides less experienced staff.

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<th>% of time</th>
<th>Essential Function (Yes/No)</th>
<th>Key Responsibilities (To be completed by Supervisor)</th>
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<td>Pre-Award Activities</td>
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<td>Post-Award Activities</td>
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<td>35</td>
<td>Yes</td>
<td>(DR): Organizes, plans, establishes and monitors fiscal budget control of contracts and grants administration, gifts, endowments, and privately funded projects for faculty research programs.</td>
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<td>Yes</td>
<td>Independently gathers information as needed to perform financial analysis.</td>
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<td>40</td>
<td>Yes</td>
<td>Coordinates and implements budget allocations, conceives of and maintains chart of accounts or other data management tools, and related business processes. Prepares journal entries, maintains and reconciles ledger accounts. Participates in gathering data from the general ledger for the collection of information for UBIT, preparing summary schedules, and either answering questions from departments or coordinating getting answers.</td>
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<td>Yes</td>
<td>Applies professional knowledge / experience to prepare, review, and / or approve financial transactions.</td>
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<td>Yes</td>
<td>Responsible for insuring all financial records required for contracts and grant funding are complete, correct and maintained for accounting and auditing purposes.</td>
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<td>Yes</td>
<td>Perform year-end financial closing functions for all accounts. Thorough planning and analysis, maintain a positive balance in all accounts.</td>
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<td>Yes</td>
<td>Provides post-award financial administration and management for research funds in accordance with organization policy and agency requirements.</td>
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<td>Yes</td>
<td>Provides guidance and counsel on complex research administration matters, including compliance regulations, to principal investigators and department administrators</td>
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<td>Yes</td>
<td>Assists in support of audit as directed by senior staff.</td>
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<td>Special Project Activities</td>
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<td>10</td>
<td>Yes</td>
<td>Provide analysis and input on a variety of issues and operational procedures. Projects may be assigned or self-identified.</td>
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<td>Yes</td>
<td>Serve as back-up to colleagues and be familiar with their assigned accounts/workload to provide advice, guidance, and final decisions, as necessary.</td>
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<td>Yes</td>
<td>As required, provide contract and grant administrative/ financial assistance to affiliated Research unit(s) when short-staffed due to illness, vacation or vacancy of other positions.</td>
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Compensation Range:
Commensurate with Experience

Department Website:
https://engineering.uci.edu/

Required:

5-7 years of experience with BA/BS / Equivalent experience.
Bachelor's degree in related area and / or equivalent experience / training.
Thorough understanding of research administration guidelines of Federal and non-Federal sponsors
supporting research and educational activities, preferably in a university environment. Thorough
knowledge of applicable compliance requirements related to use of human or animal subjects in
research, financial conflict of interest, biosafety, etc. Ability to manage significant volume of
transactions. Ability to perform complex financial analysis and customized reporting. Demonstrated
competence in the use of spreadsheet and database software in financial analysis, fiscal management
and financial reports. Ability to maintain independent judgment; strong organization and
communication skills; and a customer service focus across broad and diverse subject areas. Maintains
current knowledge of compliance regulations in all areas of research administration. Demonstrated
knowledge of generally accepted accounting, fiscal and reporting principles. Demonstrated knowledge
of effective grant funding processes, procedures and techniques Strong writing skills in a variety of
styles to draft persuasive text for a variety of audiences while ensuring adherence to funding sponsor's
guidelines. Experience working as part of a professional team and in maintaining confidentiality. Ability
to establish and maintain effective working relationships with staff, department heads, faculty and
students of various social, cultural, economic and educational backgrounds. Demonstrated
organizational skills with a strong attention to detail and ability to prioritize assignments when faced
with heavy workload and competing deadlines.

Preferred:

Experience administering research funding from the National Science Foundation, National Institutes
of Health, Department of Defense and Department of Energy. Demonstrated skill in understanding,
interpreting and appropriate application of University of California Policies and Procedures as they
relate to finance, contracts and grants, and sales and services activities, equipment management, and
gift administration. Proficient in the use of UC Campus financial systems, such as KR, KFS, UCPath,
PI Report, GEC and BAT functions. UC experience managing multi-million-dollar research awards.

Conditions of Employment:

The University of California, Irvine (UCI) seeks to provide a safe and healthy environment for the entire
UCI community. As part of this commitment, all applicants who accept an offer of employment must
comply with the following conditions of employment:

- Background Check and Live Scan
- Legal Right to work in the United States
- Vaccination Policies
- Smoking and Tobacco Policy
- Drug Free Environment

The following additional conditions may apply, some of which are dependent upon business unit or
job specific requirements.
Details of each policy may be reviewed by visiting the following page - https://hr.uci.edu/new-hire/conditions-of-employment.php.

Closing Statement:

The University of California, Irvine is an Equal Opportunity/Affirmative Action Employer advancing inclusive excellence. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, protected veteran status, or other protected categories covered by the UC nondiscrimination policy. We are committed to attracting and retaining a diverse workforce along with honoring unique experiences, perspectives, and identities. Together, our community strives to create and maintain working and learning environments that are inclusive, equitable, and welcoming. UCI provides reasonable accommodations for applicants with disabilities upon request. For more information, please contact Human Resources at (949) 824-0500 or eec@uci.edu.