Grant + Contract Officer
42962BR
Off-Campus: Scottsdale
Grant + Contract Officer

Job Description

Office of Knowledge Enterprise Development (OKED) Operations is seeking a Full-Time Grant and Contract Officer (GCO). The primary focus of the Grant + Contract Officer is to support one or more functional areas within the Office of Research and Sponsored Project Administration (ORSPA) by providing contract development, review, negotiation, and acceptance; proposal preparation, processing and regulatory compliance; ensure compliance with all applicable university, sponsor, Arizona Board of Regents (ABOR), and state requirements, standards and regulations related to Industry agreements.

Job Family
Research Operations

Full-Time/Part-Time
Full-Time

Department Name
Industry Research Collab

VP Code
KNOWLEDGE ENTERPRISE DEV

Scope of Search
Open

Grant Funded Position
This is not a grant funded position and is not contingent on future grant funding.

Salary Range
$38,160 - $50,000 per year; DOE

Close Date
2-July-2018

Category
02

Essential Duties
The Grant + Contract Officer, in conjunction with, and in support of Research Advancement Administrators and fellow Grant and Contract Officers, and in coordination with other offices on campus:

- provides contractual and administrative support (analysis, reviews, drafting, negotiation flow-down, interpretation of the contract) and actively supports other Grant and Contract Officers;
- mentors/trains others on the negotiation processes, as necessary;
- provides identification, guidance and mitigates risks connected with non-standard contractual conditions;
- reviews pre-submission administration, authorization, and transmittal of grant and contract proposals to industry sponsors.

**Minimum Qualifications**

Bachelor’s degree required and three years of related experience, OR, any equivalent combination of experience, and/or education from which comparable knowledge, skills and abilities have been achieved.

**Desired Qualifications**

- Evidence of a Juris Doctor degree, with more than one (1) year of experience in drafting and negotiating agreements.
- Experience in commercial contracting or procurement; leading multiple negotiations of grants, contracts, Material Transfer Agreements (MTA) and Confidentiality/Non-Disclosure Agreements (NDA); and communicating contractual concerns and issues both internally and externally.
- Experience in dealing tactfully and confidentially with internal and external customers in a dynamic, fast-paced environment.
- Experience in submitting proposals to external sponsors to obtain funding for research projects.
- Experience in prioritizing work to meet obligations of the organization.
- Experience in providing management with sound solutions and recommendations to aid in the negotiation process, problem-solving, and critical thinking.
- Experience in using analytical, organizational, communication, negotiation, and drafting skills.
- Experience in working with people across teams as well as working independently.
- Experience in following and supporting policies, including standard operating procedures while performing the core responsibilities.
- Experience in Microsoft applications (i.e., Word, Excel, Outlook) and other computer applications

**Working Environment**

Activities are primarily performed in a regular, climate controlled office setting subject to extended periods of sitting, standing, walking. Visual acuity and manual dexterity associated
with daily use of a desktop computer; bending, stooping, reaching and lifting up to 20 pounds. Ability to clearly communicate verbally in English, read, write, see, and hear to perform essential duties. Regular review of completed tasks.

**Department Statement**

The Office of Knowledge Enterprise Development is committed to Advancing Research, Innovation, Entrepreneurship and Economic Development. We seek research funding, support faculty researchers, nurture partnerships with external partners, promote innovation and entrepreneurship and share what we learn with the community and the world. We make discovery possible. [http://research.asu.edu/](http://research.asu.edu/)

**ASU Statement**

Arizona State University is a new model for American higher education, an unprecedented combination of academic excellence, entrepreneurial energy and broad access. This New American University is a single, unified institution comprising four differentiated campuses positively impacting the economic, social, cultural and environmental health of the communities it serves. Its research is inspired by real world application blurring the boundaries that traditionally separate academic disciplines. ASU serves more than 90,000 students in metropolitan Phoenix, Arizona, the nation's fifth largest city. ASU champions intellectual and cultural diversity, and welcomes students from all fifty states and more than one hundred nations across the globe.

ASU is a tobacco-free university. For details visit [www.asu.edu/tobaccofree](http://www.asu.edu/tobaccofree)

AmeriCorps, Peace Corps, and other national service alumni are encouraged to apply.

Arizona State University is a VEVRAA Federal Contractor and an Equal Opportunity/Affirmative Action Employer. All qualified applicants will be considered without regard to race, color, sex, religion, national origin, disability, protected veteran status, or any other basis protected by law.

**Employment Verification Statement**

ASU conducts pre-employment screening which may include verification of work history, academic credentials, licenses, and certifications.

**Background Check Statement**

ASU conducts pre-employment screening for all positions which includes a criminal background check, verification of work history, academic credentials, licenses, and certifications. Employment is contingent upon successful passing of the background check.

**Instructions to Apply**

Application deadline is 3:00PM Arizona time on the date indicated.

Please include all employment information in month/year format (e.g., 6/88 to 8/94), job title, job
duties and name of employer for each position.

Resume should clearly illustrate how prior knowledge and experience meets the Minimum and Desired qualifications of this position.

ASU does not pay for travel expenses associated with interviews, unless otherwise indicated.

Only electronic applications are accepted for this position.