



**VCU**

## Legal, Audit and Compliance Job Summaries

Job Code	Job Title	University Job Summary
25713 25712 25711	University Counsel	University Counsel serve as chief legal officer for the university providing counsel and representation in the institution's legal affairs, including advising on legal rights, obligations and related matters. They serve as legal advisors to the President, Board of Visitors, and executive University administrators. They oversee all aspects of The Office of University Counsel operations including hiring, budgeting, and supervision of Assistant and Associate General Counsels. They represent and direct representation of the University in civil litigation and all other legal matters and provide legal advice and opinions in all substantive areas of law affecting the University; supervise outside legal counsel engaged by the institution; serve as a resource on all legal matters and issues of institutional governance. They possess the authority to set and change the strategic goals of the business units assigned and exercise considerable latitude on how results are achieved. They resolve the most complex issues and the quality of their decision making has a critical impact on the strategic and operational goals and the university mission. University Counsel typically report to the university president or executive leadership.
25613 25612 25611	Executive Director, Legal, Audit and Compliance	Executive Directors serve as chief legal officers for the university by providing counsel and representation in the institution's legal affairs, including advising on legal rights, obligations and related matters. They are responsible for developing and implementing policies, providing legal advice to the Board of Visitors and President, managing matters in litigation, and supervising both inside and outside counsel. They serve as a liaison to regulatory and legislative bodies, courts and attorney generals. Executive Directors possess the authority to set and change the strategic goals of the business units assigned and exercise considerable latitude on how results are achieved. They resolve the most complex issues and the quality of their decision making has a critical impact on the strategic and operational goals and the university mission. Executive Directors typically report to the university president or executive leadership.
25516 25515 25514	Associate University Counsel	Associate University Counsel provide and assist in the provision of legal counsel to the Board of Visitors, the President, and the University community. They perform standard legal work and participate in the performance of complex legal work to include such areas as research, policy review, legal compliance issues, contract reviews, property sale/acquisition, employment, and clinical affairs. Their typical responsibilities may include responding to legal issues as assigned and counseling management in the development of legal strategies and solutions; representing the university in civil litigation; reviewing and advising on contracts involving leases, licenses, purchases, sales, insurance, employment, research and related matters; reviewing proposed changes to university policies; researching and analyzing laws and regulations; preparing written and verbal opinions of counsel as needed; negotiating settlements. They may work independently or as part of a team. Associate University Counsel work under limited supervision, making complex decisions independently while referring more unprecedented issues to a high level of counsel. They typically report to University Counsel and are appointed by the Attorney General of Virginia.
25513 25512 25511	Assistant University Counsel	Assistant University Counsel provide and assist in the provision of legal counsel to the Board of Visitors, the President, and the University community. They perform standard legal work and participate in the performance of complex legal work to include such areas as research, policy review, legal compliance issues, contract reviews, property sale/acquisition,



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		<p>employment, and clinical affairs. They may participate and/or assist in representing the university in administrative hearings and litigation. Their typical responsibilities may include responding to legal issues as assigned and counseling management in the development of legal strategies and solutions; researching and analyzing laws and regulations; preparing written and verbal opinions of counsel as needed; reviewing, preparing, and approving contracts involving leases, licenses, purchases, sales, insurance, employment, research and related matters; assisting with the negotiation of settlements. They may work independently or as part of a team. Assistant University Counsel work under limited supervision, making moderately complex decisions independently while referring more complex issues to a high level of counsel. They typically report to University Counsel and are appointed by the Attorney General of Virginia.</p>
25243 25242 25241	Board of Visitors Secretary	<p>Board of Visitors Secretaries provide comprehensive support to the Rector, the Board of Visitors, and the President on issues of Virginia policy that regulate board meetings and operations, ensuring sound board practices, as well as coordinating board-related projects and functions. They may provide leadership and oversight of the strategic, operational and administrative work of the VCU Board of Visitors. Provides leadership for the planning, implementation and coordination of Board and Board Committee meetings as well as supporting communications and engagement between the President and other members of the university's administrative leadership and the Board.</p>
25416 25415 25414 25413 25412 25411	Director, Legal, Audit and Compliance	<p>Directors typically provide operational management for a university-wide Legal or Audit and Compliance program within a division, center, or department with shared-responsibility for planning, policy formation, and strategic implementation of programs or services. They typically ensure policy and legal compliance and manage other professional staff. Directors collaborate with internal and external constituents to achieve overall strategic goals. They have a significant impact within the department, influencing service delivery and operational goals. Under the direction of senior leadership, they exercise independent judgement for complex issues to ensure departmental objectives are met. They typically report to executive leadership.</p> <p>NOTE: The Director job is a supervisory job and is intended for positions that have three or more full-time direct reports who are typically managers of functional areas. Positions that meet the scope of the Director job that have fewer than three full-time direct reports should be placed in the Senior Administrator job.</p> <p>Senior Directors are responsible for long-range strategic planning and must possess a comprehensive knowledge of the service or functional area. They advance the service or functional area's strategic goals through innovative new programs, services, or practices. Senior Directors assume a higher level of responsibility and authority in compliance and legal matters.</p>
25343 25342 25341	Deputy Director, Legal, Audit and Compliance	<p>Deputy Directors typically assist with the operational management for a university-wide Legal or Audit and Compliance program within a subdivision of a center or department with shared-responsibility for planning, policy formation, and strategic implementation of programs or services. They typically ensure policy and legal compliance and manage other professional staff. Deputy Directors collaborate with internal and external constituents to achieve overall strategic goals. They have a significant impact within the department, influencing service delivery and operational goals. Under the direction of senior leadership, they exercise independent judgement for complex issues to ensure departmental objectives are met. They typically report to executive leadership.</p>



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		<p>NOTE: The Director job is a supervisory job and is intended for positions that have three or more full-time direct reports who are typically managers of functional areas. Positions that meet the scope of the Director job that have fewer than three full-time direct reports should be placed in the Senior Administrator job.</p> <p>Senior Directors are responsible for long-range strategic planning and must possess a comprehensive knowledge of the service or functional area. They advance the service or functional area's strategic goals through innovative new programs, services, or practices. Senior Directors assume a higher level of responsibility and authority in compliance and legal matters.</p>
25336 25335 25334 25333 25332 25331	Manager, Legal, Audit and Compliance	<p>Managers serve as operational managers responsible for one or more Legal, audit and Compliance program's daily administration. They may be responsible for areas such as ensuring policy and legal compliance; administering budgets; managing multimedia communications; recruiting, training, and supervising a team of staff, interns, or students; and special projects and other related operational activities. In consultation with senior leadership, they develop processes and implement new programs. They have a measurable impact within the department and influence service delivery in the school, department, or business unit. Managers work under intermittent supervision, resolving routine-to-complex issues independently. They typically report to a director or senior administrator.</p> <p>NOTE: The Manager job is a supervisory job and is intended for positions that have three or more full-time direct reports. Positions that meet the scope of the Manager and Senior Manager jobs and have fewer than three full-time direct reports should be placed in the Administrator job.</p> <p>Senior Managers participate in long-range strategic planning, which requires a comprehensive knowledge of the service or functional area. They advance the service or functional area's strategic goals beyond daily operations through innovative new practices. Senior Managers assume a higher level of responsibility and authority in compliance and legal matters.</p>
25326 25325 25324 25323 25322 25321	Supervisor, Legal, Audit and Compliance	<p>Supervisors provide oversight of daily operations of a small-to-medium team of Legal, audit and Compliance staff. They may be responsible for areas such as Immigration, Risk Management, Office of Equal Opportunity, Institutional Review Board, Athletics, and Office of Sponsored Programs. Supervisors ensure that day-to-day operations align with short-term goals and objectives; may help senior leadership develop processes or implement new programs and/or services; and may serve as liaisons between internal departments or functional areas. They may serve as resources for lower-level staff. Their decision-making has a measurable impact on service delivery and operational goals. Supervisors work under intermittent supervision, resolving routine-to-complex issues independently and referring more complex issues to higher-level management. They typically report to a manager or director or in some areas may report to an administrator.</p> <p>NOTE: The Supervisor job is intended for positions that, as a general rule, have three or more full-time direct reports. However, the nature of some job families and the intentional staffing patterns allow for supervisor positions that manage the work assignments, hiring, and discipline of more than three hourly (wage) and/or student positions. Positions that meet the scope of the Supervisor job and consistently have hourly (wage) or student direct</p>



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		<p>reports may be placed in the Supervisor job, in consultation with Human Resources. Otherwise, positions that do not have three full-time direct reports and do not consistently manage three or more hourly (wage) or student direct reports should be placed in the individual contributor job that best fits the overall job content.</p> <p>Senior Supervisors participate in long-range strategic planning, which requires a comprehensive knowledge of the service or functional area. They advance the service or functional area's strategic goals beyond daily operations through innovative new practices. Senior Supervisors assume a higher level of responsibility and authority in compliance and legal matters.</p>
25916 25915 25914 25913 25912 25911	Administrator, Legal, Audit and Compliance	<p>Administrators provide administrative management of one or more functional units, departments, or business units. They are typically responsible for overseeing and coordinating all administrative affairs, with strategic management of daily operations as a primary purpose. The role may have direct and indirect reports. They typically serve as liaisons between internal departments or functional areas in order to achieve operational goals and serve as a resource to lower-level staff. Their decision-making has a significant impact on service delivery and student success. Administrators work under intermittent supervision, resolving complex issues independently and referring unprecedented issues to a higher level. They typically report to executive or senior leadership.</p> <p>NOTE: The primary purpose of the administrator job is the strategic management of daily operations and not primarily supervision, although the role may have direct and indirect reports.</p> <p>Senior Administrators serve in a senior capacity with the equivalent scope and authority of the Director role but with fewer than three functional area managers as direct reports. They are responsible for long-range strategic planning and the application of a comprehensive knowledge of the service or functional area. They advance the service or functional area's strategic goals beyond the internal scope of the department through innovative new programs, services, or practices. Senior Administrators assume a higher level of responsibility and authority in compliance and legal matters.</p>
25236 25235 25234 25233 25232 25231	Legal, Audit and Compliance Specialist	<p>Legal, Audit and Compliance Specialists perform professional work requiring an in-depth knowledge of one or more specialized Legal or Audit and Compliance functional areas. Their typical duties may include ensuring programs, health and non-health related services are compliant with federal and state regulations; providing guidance to students, faculty, and staff pertaining to policies and procedures; tracking and reporting accreditation data; serving as a paralegal. They may work independently or as a member of a team. Legal, Audit and Compliance Specialists work under general supervision, making standard decisions independently and referring complex issues to an upper-level manager. Legal, Audit and Compliance Specialists typically report to a manager or director or in some units may report to an administrator.</p> <p>Senior Legal, Audit and Compliance Specialists possess greater knowledge of their specialty, distinguishing them from Legal, Audit and Compliance Specialists. They are further distinguished by the complexity of assigned work; an ability to identify options and develop solutions for unique or unprecedented situations; greater decision-making authority; and the judgment, resourcefulness, and ability to identify issues and/or areas that should be addressed differently. They are resources for others, participating in mentoring, coaching, and training.</p>



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25226 25225 25224 25223 25222 25221	Legal, Audit and Compliance Analyst	<p>Legal, Audit and Compliance Analysts perform data analysis requiring a working knowledge of multiple legal and regulatory functional areas, as well as applicable policies, procedures, and legal compliance. They analyze and interpret data and may partner with internal end users to analyze data impacting short and long-term goals and objectives. Their typical duties may include assisting with executing compliance program components such as reviewing protocol and consent documents, record keeping, reporting, and evaluation; performing preliminary review of protocols and identifying potential concerns; updating and maintaining databases; aiding with the preparation of reports, presentations, and strategic materials for key review committees. The nature of the work requires logical decision-making and sound problem-solving skills. They work under intermittent supervision, resolving moderately-complex issues independently while referring complex issues to a higher level. Legal, Audit and Compliance Analysts typically report to a manager or director or in some units may report to an administrator.</p> <p>Senior Legal, Audit and Compliance Analysts possess greater knowledge of compliance programs, distinguishing them from Legal, Audit and Compliance Analysts. They are further distinguished by the complexity of assigned work; an ability to identify options and develop solutions for unique or unprecedented situations; greater decision-making authority; and the judgment, resourcefulness, and ability to identify issues and/or areas that should be addressed differently. They are resources for others, participating in mentoring, coaching, and training.</p>
25216 25215 25214 25213 25212 25211	Auditor, Legal, Audit and Compliance	<p>Auditors perform financial, operational, and compliance audits of institutional risk, governance, and control processes in accordance with internal auditing policies and standards. They may also perform work to accomplish investigative and/or advisory services. Their typical responsibilities may include executing assigned audits in accordance with professional standards and departmental procedures; preparing audit reports expressing appropriate opinions and making helpful recommendations to correct deficiencies or strengthen internal controls; identifying significant risks and formulating related audit objectives; evaluating the effectiveness of internal controls and operations. They work under intermittent supervision, resolving moderately-complex issues independently while referring complex issues to a higher level. Auditors typically report to a manager or director or in some areas may report to an administrator.</p> <p>Senior Auditors possess greater knowledge of the auditing profession, distinguishing them from Auditors. They are further distinguished by the complexity of assigned work; an ability to identify options and develop solutions for unique or unprecedented situations; greater decision-making authority; and the judgment, resourcefulness, and ability to identify issues and/or areas that should be addressed differently. They are resources for others, participating in mentoring, coaching, and training.</p>
25116 25115 25114 25113 25112 25111	Legal, Audit and Compliance Coordinator	<p>Legal, Audit and Compliance Coordinators perform a wide variety of administrative and technical tasks related to Legal, Audit and Compliance. Their typical responsibilities may include performing data entry and processing legal documents for areas such as Immigration, Risk Management, Office of Equal Opportunity, Institutional Review Board, Athletics, and Office of Sponsored Programs; processing all incoming and outgoing technical compliance documents; serving as a first point of contact and referring inquiries to staff, as appropriate. They may work independently or as a member of a team. They work under general supervision, resolving most standard issues independently and referring complex issues to an upper-level manager. Legal, Audit and Compliance Coordinators</p>



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		<p>typically report to a supervisor or middle manager or in some areas may report to an administrator.</p> <p>Senior Legal, Audit and Compliance coordinators possess greater knowledge of operational and technical tasks related to legal, audit and compliance administration, distinguishing them from Legal, Audit and Compliance Coordinators. They are further distinguished by the complexity of assigned work; an ability to identify options and develop solutions for unique or unprecedented situations; greater decision-making authority; and the judgment, resourcefulness, and ability to identify issues and/or areas that should be addressed differently. They are resources for others, participating in mentoring, coaching, and training.</p>
25016 25015 25014 25013 25012 25011	Legal, Audit and Compliance Assistants	<p>Legal, Audit and Compliance Assistants perform entry-level operational tasks. Their work is routine in nature, requires limited judgement and requires following a set of pre-established guidelines, processes and procedures. They may serve as a first point of contact for internal and external stakeholders; provide support such as scheduling and data entry, coordinating both internal and external event logistics. They may work independently or as a member of a team. They work under direct supervision, resolving most standard issues independently and referring complex or unique issues to a supervisor or higher-level worker. Legal, Audit and Compliance Assistants typically report to a supervisor or middle manager, or in some areas may report to an administrator.</p> <p>Senior Legal, Audit and Compliance Assistants possess greater knowledge of operational and technical tasks related to legal, audit and compliance administration, distinguishing them from Legal, Audit and Compliance Assistants. They are further distinguished by the complexity of assigned work; an ability to identify options and develop solutions for unique or unprecedented situations; greater decision-making authority; and the judgment, resourcefulness, and ability to identify issues and/or areas that should be addressed differently. They are resources for others, participating in mentoring, coaching, and training.</p>
26713 26712 26711	Chief Contracts and Grants Officer	<p>Chief Contracts and Grants Officers provide strategic executive leadership to a major university division where grant activity is substantial and linked to the strategic mission of the University. They may be responsible for major areas such as Office of Sponsored Programs, Community Engagement or a major auxiliary or community outreach program, or business unit. They typically hold the title of vice president or senior vice president and serve as members of the President's Council providing strategic administrative and operational leadership to the university's overall communications activities. Chief Contracts and Grants Officers represent the university externally to stakeholders and government agencies and internally as appropriate. They are typically responsible for several major functional areas such as executive communications, major events and special programs, public affairs, and/or university marketing. They are responsible for policy development and implementation as well as results delivered in multiple departments. They possess the authority to set and change the strategic goals of the areas assigned and exercise considerable latitude on how results are achieved. They exercise independent judgment for complex issues where the quality of decision-making has a critical impact on grants attainment and renewal, as well as the strategic and operational goals of assigned areas which impact the overall university mission. Chief Communications Officers typically report to the university president or executive leadership.</p>
26613 26612 26611	Deputy Chief Contracts and Grants Officer	<p>Deputy Chief Development Officers provide executive leadership and are responsible for the management and oversight of large Contracts and Grants programs, ensuring activities are in alignment with the strategic objectives of the university. They provide leadership to</p>



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		implement, monitor and evaluate programs involved in contracts and sponsored research. They articulate the university's vision, mission, and values to internal and external stakeholders. Actions at this level significantly impact the overall university operational performance and financial viability. Under the direction of the Chief Contracts and Grants Officer, Deputy Chief Contracts and Grants Officers possess the authority to set and change the strategic goals of the business units or functional areas assigned, exercising considerable latitude on how results are achieved. Deputy Chief Officers typically report to the Chief Officer. NOTE: This is not an administrative support position. JD degree required.
26516 26515 26514	Senior Contracts and Grants Officer	Senior Contracts and Grants Officers serve in a senior capacity to provide strategic leadership and management one or more specialized areas within a Contracts and Grants functional area having substantial or university-wide impact. They are distinguished from other Contracts and Grants Officers by having extensive expertise in the area of specialization. Utilizing a comprehensive knowledge of the service or functional area, Senior Contracts and Grants Officers provide strategic and long-term planning, implementation, and assessment of major functional areas and ensure long-term goals are supported by the appropriate allocation of staff, space, and financial resources. They articulate the university's vision, mission, and values to internal and external stakeholders. Actions at this level have a critical impact on grants attainment and renewal, as well as the strategic and operational goals of assigned areas which impact the overall university mission. Under the direction of the chief research officer, Senior Development Officers possess the authority to set and change the strategic goals of the business units or functional areas assigned, exercising considerable latitude on how results are achieved. They typically report to the executive or senior leadership.
26513 26512 26511	Contracts and Grants Officer	Contracts and Grants Officers provide strategic leadership and management of one or more specialized areas within a Contracts and Grants functional area having substantial or university-wide impact such as community engagement and outreach, private industry, nonprofit or government sponsorship. They may hold the title of executive director. They provide strategic and long-term planning, implementation, and assessment of major functional areas and ensure long-term goals are supported by the appropriate allocation of staff, space, and financial resources. They articulate the university's vision, mission, and values to internal and external stakeholders. Actions at this level have a critical impact on grants attainment and renewal, as well as the strategic and operational goals of assigned areas which impact the overall university mission. In consultation with the Senior Contracts and Grants Officer, Contracts and Grants Officers possess the authority to set and change the strategic goals of the business units or functional areas assigned. They exercise independent judgment for complex issues while unprecedented issues may be referred to a higher level for resolution. They typically report to the executive or senior leadership.
26416 26415 26414 26413 26412 26411	Director, Contracts and Grants	Directors typically provide operational management of a major Contracts and Grants division with shared-responsibility for planning, policy formation, and strategic implementation of programs or services. They typically ensure policy and legal compliance and manage other professional staff. Directors collaborate with internal and external constituents to achieve overall strategic goals. They have a significant impact on grants attainment and renewal, as well as the strategic and operational goals of assigned areas which impact the overall university mission. Under the direction of senior leadership, they exercise independent judgement for complex issues to ensure departmental objectives are met. They typically report to executive leadership.  NOTE: The Director job is a supervisory job and is intended for positions that have three or



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		<p>more full-time direct reports who are typically managers of functional areas. Positions that meet the scope of the Director job that have fewer than three full-time direct reports should be placed in the Senior Administrator job.</p> <p>Senior Directors are responsible for long-range strategic planning and must possess a comprehensive knowledge of the service or functional area. They advance the service or functional area's strategic goals through innovative new programs, services, or practices. Senior Directors assume a higher level of responsibility and authority in compliance and legal matters.</p>
26336 26335 26334 26333 26332 26331	Manager, Contracts and Grants	<p>Managers serve as operational managers responsible for one or more Contracts and Grants support teams within an academic school, auxiliary program, or business unit. They may be responsible for areas such as ensuring policy and legal compliance; administering budgets; managing multimedia communications; recruiting, training, and supervising a team of staff, interns, or students; and special projects and other related operational activities. In consultation with senior leadership, they develop processes and implement new programs. They have a measurable impact within the department and influence service delivery in the school, department, or business unit. Managers work under intermittent supervision, resolving routine-to-complex issues independently. They typically report to a director or senior administrator.</p> <p>NOTE: The Manager job is a supervisory job and is intended for positions that have three or more full-time direct reports. Positions that meet the scope of the Manager and Senior Manager jobs and have fewer than three full-time direct reports should be placed in the Administrator job.</p> <p>Senior Managers participate in long-range strategic planning, which requires a comprehensive knowledge of the service or functional area. They advance the service or functional area's strategic goals beyond daily operations through innovative new practices. Senior Managers assume a higher level of responsibility and authority in compliance and legal matters.</p>
26326 26325 26324 26323 26322 26321	Supervisor, Contracts and Grants	<p>Supervisors provide oversight of daily operations of a specialized support team of Contracts and Grants staff. They may be responsible for areas such as grants accounting, pre-award activities, post-award activities, financial reporting, records maintenance and security, or other related activities. Supervisors ensure that day-to-day operations align with short-term goals and objectives; may help senior leadership develop processes or implement new programs and/or services; and may serve as liaisons between internal departments or functional areas. They may serve as resources for lower-level staff. Their decision-making has a measurable impact on service delivery and operational goals. Supervisors work under intermittent supervision, resolving routine-to-complex issues independently and referring more complex issues to higher-level management. They typically report to a manager or director or in some areas may report to an administrator.</p> <p>NOTE: The Supervisor job is intended for positions that, as a general rule, have three or more full-time direct reports. However, the nature of some job families and the intentional staffing patterns allow for supervisor positions that manage the work assignments, hiring, and discipline of more than three hourly (wage) and/or student positions. Positions that meet the scope of the Supervisor job and consistently have hourly (wage) or student direct reports may be placed in the Supervisor job, in consultation with Human Resources.</p>



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		<p>Otherwise, positions that do not have three full-time direct reports and do not consistently manage three or more hourly (wage) or student direct reports should be placed in the individual contributor job that best fits the overall job content.</p> <p>Senior Supervisors participate in long-range strategic planning, which requires a comprehensive knowledge of the service or functional area. They advance the service or functional area's strategic goals beyond daily operations through innovative new practices. Senior Supervisors assume a higher level of responsibility and authority in compliance and legal matters.</p>
26916 26915 26914 26913 26912 26911	Administrator, Contracts and Grants	<p>Administrators provide administrative management of one or more Contracts and Grants functional units, departments, or business units. They are typically responsible for overseeing and coordinating all administrative affairs, with strategic management of daily operations as a primary purpose. The role may have direct and indirect reports. They typically serve as liaisons between internal departments or functional areas in order to achieve operational goals and serve as a resource to lower-level staff. Their decision-making has a significant impact on service delivery and student success. Administrators work under intermittent supervision, resolving complex issues independently and referring unprecedented issues to a higher level. They typically report to executive or senior leadership.</p> <p>NOTE: The primary purpose of the administrator job is the strategic management of daily operations and not primarily supervision, although the role may have direct and indirect reports.</p> <p>Senior Administrators serve in a senior capacity with the equivalent scope and authority of the Director role but with fewer than three functional area managers as direct reports. They are responsible for long-range strategic planning and the application of a comprehensive knowledge of the service or functional area. They advance the service or functional area's strategic goals beyond the internal scope of the department through innovative new programs, services, or practices. Senior Administrators assume a higher level of responsibility and authority in compliance and legal matters.</p>
26216 26215 26214 26213 26212 26211	Contracts and Grants Specialist	<p>Contracts and Grants Specialists perform professional work requiring an in-depth knowledge of one or more specialized Contracts and Grants functional areas such as researching grant opportunities, grant writing, pre- and post-award activities, data maintenance and reporting, or other related functional areas. Their typical duties may include researching grant opportunities, preparing and submitting grant applications and amending documentation, as appropriate; assisting departmental faculty in the development, preparation, and submission of grant and contract proposals as well as contract review and negotiation; establishing accounts in the financial accounting system, re-budgeting/re-allocating funds, and recording changes or expenditures. They may work independently or as a member of a team. Contracts and Grants Specialists work under limited supervision, making moderately complex decisions independently and referring complex issues to an upper-level manager. Contracts and Grants Specialists typically report to a manager or director.</p> <p>Senior Contracts and Grants Specialists possess greater knowledge of operational and technical tasks related to contracts and grants administration, distinguishing them from Contracts and Grants Specialists. They are further distinguished by the complexity of</p>



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		<p>assigned work; an ability to identify options and develop solutions for unique or unprecedented situations; greater decision-making authority; and the judgment, resourcefulness, and ability to identify issues and/or areas that should be addressed differently. They are resources for others, participating in mentoring, coaching, and training.</p>
26116 26115 26114 26113 26112 26111	Contracts and Grants Coordinator	<p>Contracts and Grants Coordinators perform a wide variety of administrative, logistical, operational, and technical tasks related to grants administration within an academic school, auxiliary program or business unit. Their typical duties may include assisting specialists, faculty and staff in the coordination of pre-award and/or post-award activities relating to contract and grants proposals; monitoring deadlines and tracking activities to ensure applications meet sponsoring agency and university guidelines; assisting with the coordination of post-award activities related to data maintenance, fiscal transactions, and reporting activities. Contracts and Grants Coordinators may serve as a liaison to other academic schools, business units, departments, or to the general public to coordinate grants and contracts programs, projects, or services. They may work independently or as a member of a team. They work under general supervision, resolving most standard issues independently and referring complex issues to an upper-level manager. Contracts and Grants Coordinators typically report to a supervisor or manager.</p> <p>Senior Contracts and Grants Coordinators possess greater knowledge of operational and technical tasks related to contracts and grants administration, distinguishing them from Contracts and Grants Coordinators. They are further distinguished by the complexity of assigned work; an ability to identify options and develop solutions for unique or unprecedented situations; greater decision-making authority; and the judgment, resourcefulness, and ability to identify issues and/or areas that should be addressed differently. They are resources for others, participating in mentoring, coaching, and training.</p>