

The University of Texas at San Antonio

Job Description

Job Title: Grants & Contracts Assistant
Code: 19127
Salary Grade: 55
FLSA Status: Non-Exempt
Department/Division: Position available in various departments/divisions
Reports To: In accordance with specific departmental policies

Summary

- Function: To provide administrative support for the research activities of the unit.
- Scope: Responsible assisting in the development, processing and administrative maintenance of grant and sponsored programs.

Duties

- Typical:
 1. Works closely with the Office of Sponsored Programs to provide administrative support for grant and sponsored programs.
 2. Creates and maintains central grant files.
 3. Maintains and reconciles funding accounts and communicates with principal investigators regarding funds allocations and expenditures.
 4. Assists faculty and staff in processing proposals and compiling documentation for proposal submission.
 5. Monitors paperwork for grant processing; prepares and processes documents for signature and filing.
 6. Maintains and develops budget, accounting and financial documents for accounts.
 7. Assists with the compilation of financial and personnel reports to funding agencies.
 8. Prepares close-outs and final reports for grants/contracts.
 9. Creates and maintains inventory of assets procured under grant and contract accounts.
 10. Performs other duties as assigned.
- Periodic:
 1. Attends meetings and training in coordination with the Office of Sponsored Programs.

Education

| Required | Preferred |
|-----------------------------|---|
| High school diploma or GED. | Bachelor's degree from an accredited institution. |

Other Requirements

| Required | Preferred |
|----------------------------------|------------------|
| Criminal Background Check (CBC). | N/A |

Experience

| Required | Preferred |
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| Four years of administrative/clerical experience to include a minimum of two years of accounting and/or bookkeeping experience. | Similar experience in higher education with grant/contract accounting. |
| At the department's discretion, a Bachelor's degree and two years of accounting experience may substitute for required education and experience. | Experience with grant processing and program requirements. |

Equipment

| Required | Preferred |
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| Personal computer and standard office equipment. | N/A |

Working Conditions

| Usual | Special |
|---------------------------|---------------------------------------|
| Normal office conditions. | Occasional evening and weekend hours. |

Supervision

| Received | Given |
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| Direct supervision from assigned supervisor. | N/A |

Accuracy

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| Proficiency in all phases of the duties performed. |
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Security Sensitive

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| Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code. |
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Internal Control

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.