



# Example of Grants & Contracts Administrator Job Description

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Our company is searching for experienced candidates for the position of grants & contracts administrator. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for grants & contracts administrator

- Assist with requests for re-budget of funds and no cost extensions, ensuring that justifications are in compliance with sponsor's guidelines
- Assist with transferring grants when a PI moves to another institution or when a PI moves to Duke and has grants he/she will be transferring in
- Assist business office personnel in trouble shooting problem areas
- Submit SRS administered proposals
- Provide extra support to those departments with little sponsored research experience
- Responsible for pre- and post-award sponsored activity
- Thorough understanding of sponsor regulations
- Effectively communicate the details to co-workers, faculty and staff
- Maintain contact with program managers, principal investigators, and University administrative offices to resolve grant and contract management issues
- Guide the departments from award acceptance to close-out

## Qualifications for grants & contracts administrator

- Ability to manage and prioritize multiple projects/tasks simultaneously through excellent organizational skills and commitment to follow up and through on tasks and problems
- Experience in pre- or post-award processes

- Demonstrated experience in the interpretation and application of regulations pertaining to sponsored programs
- Ability to work effectively, prioritize, and be flexible in a high-paced, high-volume professional environment
- Outstanding organizational skills, ability to work on multiple projects simultaneously, capable of self-direction