

Sam Houston State University Human Resources

Staff Classification Description – Proposal Administrator

Skill Category: Professional
Position (Employee) Class: 3N108 (E1)
Grade: 18
Date: 6/2018

Department: Criminal Justice

Educational & Experience Requirement: Bachelor's degree in Accounting or Business related field. Two years of pre-award research administration experience with budget development and grant submissions. A combination of education, experience, and training that would produce the required knowledge and abilities could be considered.

Nature & Purpose of Position: Coordinates all aspects of the preparation and timely submission of grant proposals.

Supervision Given & Received: Works under general direction and may provide working supervision for grant project staff.

Primary Responsibilities: Initiates the application of new funding for sponsored projects, including the research of new opportunities. Develops the budget for pre-award contracts and grant proposals. Reviews proposal guidelines, proposals, and supporting documents to ensure the grants are submitted in a timely manner. Tracks all phases of pre-award contracts, grant proposals, budget development, discussions with grant sponsors, and contract awards. Maintains a database of all grants and follows the grant throughout the process. Develops and recommends policies and procedures regarding sponsored grants. Serves as primary contact for HIDTA, and manages personnel issues including hiring duties. Performs other related duties as assigned.

Other Specifications: Contacts include grants sponsors, faculty, staff, administrators, and external governmental agencies. Position requires the ability to work under strict deadlines, knowledge of CAYUSE grants management system, knowledge of Federal and State requirements for grant budget compliance regulations, and electronic grant submissions systems.

This is a classification description with the complete list of job duties being maintained at the departmental level. Other job duties necessary for the effective operation of the University are expected to be performed. Any qualifications to be considered as equivalents in lieu of stated minimums require the prior approval of Human Resources.

Sam Houston State University is an at will employer and drug free/smoke free workplace. This position is security-sensitive and thereby subject to the provisions of the Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. The pay grade range is inclusive of social security benefit replacement pay.

Sam Houston State University is Committed to Equal Opportunity in Employment and Education.