Position: Sponsored Programs Analyst (Pre and Post Award)

DEPARTMENT: Office of Sponsored Programs (OSP)

IMMEDIATE SUPERVISOR: Associate Directors

POSTING DATE: July 25, 2017

CLOSING DATE: Open Until Filled

SALARY: DOQ/E
        Full time
        Benefited

EXEMPT STATUS: Exempt

GENERAL NATURE OF POSITION: As a member of the Office of Sponsored Programs (OSP) team, will be a liaison for the Pre-Award and Post-Award teams by assisting the Sponsored Programs Managers and Analysts responsible for requesting external funding and contracts and grants administration. This position is responsible for ensuring efficient and accurate communication between SJSURF administration and SJSU staff, faculty, and researchers.

The position will work directly with SJSURF staff and with the respective Colleges’ administrators, faculty, researchers, and staff, the SJSU Office of Research, and may work with SJSU and Sponsor administrators and staff. The Sponsored Program Analyst (SPA) may assist with all activity phases throughout the life cycle of external funding, including proposal and budget development and submittal, award processing, and fiscal administration of external funding. This position is scheduled to work on site at SJSU campus in San Jose, California 3-4 days per week and at the SJSURF Central Office, located off-campus in downtown San Jose, California, 1-2 days per week depending on the demand for services on campus.

ESSENTIAL DUTIES & RESPONSIBILITIES:

1. Assist the SJSURF Sponsored Programs Managers with daily pre-award functions, including but not limited to preparation, routing, and submittal of proposals for external funding, and processing of incoming awards. Assist with creating basic to complex multiyear budgets that are consistent with objectives stated in proposal narratives as well as the policies of the university, SJSURF, and sponsoring agencies.

2. With oversight from the Sponsored Programs Managers, provide exemplary customer service to SJSU administrators, faculty, researchers and staff by appropriately responding to policy and procedural questions, providing pre-award and post-award assistance with expedient follow-up, and problem resolution.

3. Assist faculty to fill out forms for expense reimbursement, travel claim, paying vendors, student scholarship and stipend award; complete the appointment forms, new hire paper work. In some cases, assist in arranging travel plan for research related projects.
3. Assist the SJSURF Sponsored Programs Analyst with daily post-award functions such as preparing effort reports, follow up with principal investigator on progress reports due, process project expenditures related to Human Resource (hiring employee), payroll (time sheets) and accounts payable (reimbursement or payment to vendors), help follow up on cost share documentation, assist in monitoring subcontracts and other post-award administrative related duties as assigned.

4. Assist the Office of Sponsored Programs Management Team as needed.

INTERPERSONAL CONTACTS:
- Reports to the Associate Directors of OSP.
- Interacts with the AVP Research, ADR for Office of Research, College of Science and Engineering Deans and Associate Deans for Research, faculty, researchers, SJSURF, SJSU, and sponsors’ staff on a regular basis.

QUALIFICATIONS:

1) Education and Experience

Bachelor’s degree required

Minimum one years’ experience in a progressively responsible pre-award or post-award contracts and grants position at a foundation, university, or other non-profit organization is preferred. Experience in budget preparation and accounting is required; familiarity with contracts, electronic research administration, or with science and engineering fields would be a plus.

2) Knowledge, Skills and Abilities required

a) Knowledge and understanding of pre-award and post-award administration, government relations and principles applicable to contracts and grants.
b) Knowledge of current computer and office automation equipment and software required. Proficient in Internet research, MS Office, spreadsheets, or other applicable software packages.
c) Excellent communication and writing skills necessary.
d) Excellent interpersonal skills to develop and maintain cooperative and productive working relationships with SJSURF colleagues, faculty, and representatives of various organizations and agencies.
e) Demonstrated ability to cultivate and maintain positive working relationships with clients.
f) Ability to prioritize tasks, to work independently, to maintain confidentiality, and to take initiative to improve upon current operations.
g) Ability to work in a fast paced-environment and handle multiple deadlines, priorities, and tasks with diplomacy under pressure.
h) Ability to be both an effective team member and team leader.
i) Excellent judgment and independent, creative problem solving skills.
j) Demonstrated ability to develop a basic budget.
k) Familiarity with OMB Uniform Guidance, or similar regulations is preferred.

3) Physical Requirements

a) Must have a valid CDL along with a clean driving record.
b) Must be able to operate a personal computer, including mouse and keyboard.
c) Must be able to operate general office equipment.
d) Must be able to sit and stand for extended periods of time.
e) Must have visual acuity associated with concentrated computer use.
4) Complexity of Duties:

   a) Works on a variety of problems of complex scope where analysis of data or solutions requires an evaluation of intangible variance factors. Exercises independent judgment in developing methods and evaluating criteria for achieved results.
   
   b) Must be able to act on critical issues in an independent manner.
   
   c) Erroneous decisions or recommendations or failure to get results would cause additional costs and resources and would cause serious delays in overall schedule.

SUPERVISORY RESPONSIBILITIES: No direct reports, but may assist with assignment and direction of student assistants or other staff members.

APPLICATION PROCEDURE

To apply for this position, you may submit a letter of interest and a resume or an application. An application and other information, including the job description, may be obtained from the Research Foundation through its web site at [http://www.sjsu.edu/researchfoundation/open/index.html](http://www.sjsu.edu/researchfoundation/open/index.html). You may also obtain information in person by visiting the Research Foundation, located at 210 North 4th Street, 4th Floor, San Jose, CA (corner of St. James and North 4th Streets). A formal application for employment will be required of all candidates who are selected for a personal interview. Please address your letter of interest and resume or application directly to:

San Jose State University Research Foundation  
Attn: HR/Job Code SPA Campus  
210 North 4th Street  
San Jose, CA 95112  
E-mail: foundation-jobs@sjsu.edu

Research Foundation employment is separate and distinct from San Jose State University or State of California employment. Research Foundation employees are not employees of either SJSU or of the state of California.

The San Jose State University Research Foundation (SJSURF) is a non-profit auxiliary of San Jose State University. SJSURF is totally self supported. The majority of the organization’s funding comes from the federal government, and other public and private entities. With annual revenues totaling over $65 million, programs managed through SJSURF cover a rich diversity of applied research, public services, and educational related activities.

SAN JOSE STATE UNIVERSITY RESEARCH FOUNDATION is an Equal Opportunity Employer and does not discriminate on the basis of race, color, creed, gender, religion, marital status, registered domestic partner status, age, national origin, ancestry, physical or mental disability, medical condition, sex, genetic information, sexual orientation, military and veteran status or any other consideration made unlawful by federal, state, or local laws. It also prohibits unlawful discrimination based on the perception that anyone has any of those characteristics, or is associated with a person who has or is perceived as having any of those characteristics.

The SJSURF has implemented California State University Executive Order 1083 (http://www.calstate.edu/eo/EO-1083.pdf). By policy, all SJSURF employees are mandated reporters for suspected child abuse or neglect and are expected to undergo formal training in accordance with the directives of the Executive Order.
The SJSURF has also implemented California State University Policy Memorandum HR 2015 – 08 (http://www.calstate.edu/HRAdm/pdf2015/HR2015-08.pdf).

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the SJSURF. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current SJSURF employees who apply for the position.