



## Pre-Award Specialist

Review: January 13, 2012

**(Job #11-94) Pre-Award Specialist, Administrative Analyst/Specialist I, Non-Exempt (AA/S I—NE) \$3,245—\$5,193/month.** Appointments are typically made at the beginning of the salary range. This is a full-time, benefited, 12-month, on-going, temporary position in Sponsored Programs Foundation. The intent is to renew this position each year based on performance, departmental need and available funding.

**Position Summary:** The Pre-Award Specialist provides assistance with grants and contracts from development and planning. The Specialist will coordinate with faculty members (principal investigators or P.I.s) in the solicitation of information and sponsor requirements.

**Duties:** Under the supervision of the Director of Sponsored Programs Foundation, the Pre-Award Specialist will be responsible for, but not limited to, the following duties:

- Assist in setting-up new awards;
- Collect and review proposal information;
- Prepare and revise budgets, complete all sponsor agency forms and assurances, edit proposals as time permits, assemble proposal components, and submit the proposal through mail/courier or electronic means;
- Review and make recommendations for budget, effort committed, match-ing funds requested, and IDC for accuracy prior to submission;
- Provide technical review of terms and conditions of all sponsored contracts for adherence to University and sponsored agencies policies and regulations;
- Ensure adherence to the University approval process for grants and contracts;
- Assure compliance with applicable sponsor guidelines, laws, and regulations;
- Review contracts and subcontracts with corporations, state offices, federal agencies and private foundations; Submit proposals through on-line agencies, i.e. Grants.Gov, Fastlane, etc;
- Meet with departmental administrators and PIs to provide expertise on grants/contracts processing and administration to resolve procedural problems;
- Track pending proposals and maintain accurate records of proposal submissions, success rates, and awards received for annual reports; Communicate with sponsor agency representatives;
- Follow up with contracting entities to ensure timely submittal of negotiated contract, subcontract, agreement and amendment documents to the Foundation for signatures on be-half of the University;
- Give presentations at department meetings on research related topics and pre-award services; and
- Perform other duties as assigned.

**Minimum Qualifications: Education & Experience:** Bachelor's degree from an accredited college or University and two years experience in research/sponsored programs or contract administration.

### **Knowledge, Abilities & Specialized Skills:**

- Experience with electronic submission processes;
- Agile with technology and the implementation of new software platforms;
- Ability to communicate effectively and in a timely manner with faculty, researchers, administration and staff at all levels and across all constituencies;
- Experience working on multiple high stakes projects with high stakes consequences under tight deadlines;
- Possess the analytical and financial skills necessary to create budgets; Strong written English language skills and the ability to write and edit non-scientific portions of proposals;
- Ability to negotiate from an interests-based approach;
- Team player. Proven ability to work in a polite and professional manner under pressure; and
- Attention to detail and accuracy.

(Continued on reverse)

**Preferred Qualifications:**

- Experience with program, budgetary and compliance requirements of major funding agencies (Federal, State and Private/Industry);
- Experience screening proposals for intellectual property issues preferred;
- Experience working in higher education environment.

**Application Procedure:** Applicants must submit a letter of interest, an HSU employment application, resume and contact information for at least three professional references to Human Resources, 1 Harpst Street, Arcata, CA 95521-8299.

**Application Deadline:** This position is open until filled. First review of applications will be Friday, January 13, 2012.

**Human Resources**

Siemens Hall - Room 211

Arcata, CA 95521-8299

(707) 826-3626

Fax: (707) 826-3625

[www.humboldt.edu/jobs](http://www.humboldt.edu/jobs)

Email: [careers@humboldt.edu](mailto:careers@humboldt.edu)

*It is the responsibility of the applicant to provide complete and accurate employment information. Incorrect or improperly completed applications will not be considered for vacancies. Any reference in this announcement to required periods of experience or education is full-time activity. Part-time experience or education--or activities only part of which are qualifying--will receive proportionate credit. In accordance with applicable Collective Bargaining Agreements, preference may be given to the campus applicants covered by these agreements. However, positions are open to all interested applicants, both on and off campus.*

Class Code: 1038

*Evidence of required degree(s), certification(s), or license(s) will be required prior to the appointment date. The successful candidate for a position at HSU is required to be fingerprinted through the Humboldt State University Police Department or their local law enforcement agency. The results of the fingerprint process must be received by the university prior to the candidate's appointment. The cost of the fingerprinting is borne by the university.*

Publication Date: December 16, 2011

Humboldt State University is committed to achieving the goals of equal opportunity and endeavors to employ faculty and staff of the highest quality reflecting the ethnic and cultural diversity of the state. Additional information about Humboldt State University can be found at [www.humboldt.edu](http://www.humboldt.edu).

Humboldt State University is an Equal Opportunity/Title IX/ADA Employer. Applications from and nominations of qualified women, minority candidates, covered veterans and disabled persons are particularly encouraged. Humboldt State University hires only individuals authorized to work in the United States.



Humboldt State University is part of the 23-campus California State University system. The University has a comprehensive arts and sciences curriculum, which is recognized nationally for its high academic quality. Founded in 1913, HSU is one of the premier, public institutions in the western United States; it is a rural and residential campus with an enrollment of approximately 7,500 students. The main campus is located in Arcata, California, in the northwestern part of the state along the coast, and situated among redwood trees in an area that offers unmatched scenic beauty, moderate climate and opportunities for outdoor activities. The surrounding Humboldt County locale has a population of 130,000. The community offers an excellent range of businesses, services and cultural activities/performances. The local schools are ranked in the top performance percentiles, both nationally and in the state.