**Grant Administrator I Standard Job Description**

**Classification Title:** Grant Administrator I

**FLSA Exemption Status:**Exempt

**Pay Grade:** 10

**Job Description Summary:**

The Grant Administrator, under general supervision, provides support for grant initiation for post-award administrative paperwork leading to account establishment. Develops sub agreements and reviews budget submissions before final approval. Acts as liaison with compliance committees.

**Essential Duties and Responsibilities:**

**40% Grant and Budget Management**

* Assists faculty and research staff with budget questions, expenditure projections, and post-award concerns.
* Reviews proposal budgets in the pre-award process for accuracy, completeness, and institutional compliance.
* Reconciles each grant account monthly and provides monthly reports.
* Maintains databases and electronic files related to grant management.

**20% Compliance and Contract Oversight**

* Develops, negotiates, and reviews subcontracts and sub agreements, and prepares them to be signed.
* Works directly with compliance committees to ensure grants are prepared and processed correctly.

**10% Reporting and Documentation**

* Prepares and submits necessary reports related to grant accounts and expenditures.
* Maintains accurate records and documentation related to grant processes.

**10% Administrative Support**

* Assists with general administrative tasks related to grant and budget management.
* Provides support for faculty and research staff during the post-award process.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Qualifications:**

**Required Education:**

* Bachelor’s degree in Business or equivalent combination of education and experience.

**Required Experience:**

* Two years of related experience in contract and grant administration in a University or state agency setting.

**Required Licenses and Certifications:**

* None

**Required Knowledge, Skills, and Abilities:**

* Ability to multitask and work cooperatively with others.
* Knowledge of word processing and spreadsheet applications.

**Additional Information:**

**Machines and Equipment:**

* Computer
* Telephone

**Physical Requirements:**

* None

**Other Requirements and Factors:**

* This position is security sensitive
* This position requires compliance with state and federal laws/codes and Texas A&M University System/TAMU policies, regulations, rules and procedures
* All tasks and job responsibilities must be performed safely without injury to self or others in compliance with System and University safety requirements

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[ ]  **Yes**

[x]  **No**

**Does this classification have the ability to work from an alternative work location?**

[ ]  **Yes**

[x]  **No**