Position Announcement

Position: Grant Officer
Full Time, 12-month, regular position
Location: Ag Dean/Director’s Office, Manhattan, KS

Notice to applicants: This position is open to Internal applicants only

Position Description: The Grant Officer will work out of the Ag Dean / Director's office located in Manhattan, KS. This position will be responsible for proposal development for Agricultural Experiment Station and Cooperative Extension Service appointed faculty and staff for developing their proposals for external funding; coordinate the proposal preparation process in partnership with faculty and staff including but not limited to timeline development, responsible cost sharing commitments, form preparation and completion (both internal and external), curriculum vitae, current and pending reports, conflict of interest documentation, and appendices; formatting, proofreading, and editing; create and audit budgets for compliance with sponsor requirements, university requirements, and applicable federal guidelines for both K-State developed budgets as well as subawardee developed budgets; collaborate with other departments, institutions, and universities on the receipt and submission of documents from subawardees and consultants; resolve subcontracting and consulting issues related to proposal submission; prepare proposals in Cayuse, Grants.gov Packages, and other electronic submission technology; act as the liaison between Principal Investigator and other University offices for all issues related to proposal development, submission, and management; provide final college level review of completed proposals that meet all sponsor guidelines prior to routing to PreAward Services for submission.

This position will also advise faculty and staff on the various aspects of conducting sponsored research activity such as insurance and indemnification, intellectual property (patents and copyrights), KSU Faculty Handbook, Federal Acquisition Regulations, Code of Federal Regulations, and terms and conditions of the various funding agencies (both public and private); advise and consult with supervisor, other directors, department heads, and faculty on strategies of negotiating terms and conditions with sponsor agencies; constructs contracts based on consultations; conducts negotiations with sponsors involved corporate fiscal officers, research directors, and attorneys. Reviews agreements to ensure conformity with any University and Regents policy, state and federal laws and regulations and assists faculty members with any revisions required as a condition of funding. Negotiate acceptable terms with outside funding entities to insure compliance with all applicable University, Board of Regents, State of Kansas, and Federal policies, rules, regulations and laws; continually seek opportunities to improve contracting processes as well as improve customer service for industry partners and develop faculty relationships with those partners; lead and/or participate in special projects to further the department's goals and objectives.

Qualifications: Required: BA or BS degree. Minimum of five years' experience working in grant and contract administration within higher education. Minimum of two years' experience reviewing terms and conditions and conducting negotiations.

Incumbent must be able to establish and maintain effective working relationships, and maintain a high degree of professionalism in dealing with faculty, staff and external funding agencies; work collaboratively in and foster a team environment; exercise diplomacy and to handle highly confidential matters in a discreet manner; analyze and interpret policies, procedures, and regulations; have strong written and oral communication skills as well as interpersonal and team building skills; be proficient in Microsoft Office, Adobe file conversion, and ability to quickly master specialized software applications.

Preferred: Master’s degree preferred.
Special Instructions to Applicants: To apply go to: http://www.k-state.edu/hcs/tools/employees/internal-jobs.html?job=493241

Applicants should submit letter of application, resume and list of three professional references with current contact information.

Screening of applicants will begin May 5, 2016.

For further information, please contact Ms. Terri Fayle at TFayle@ksu.edu or 785/532-7255.

Salary range is commensurate with training and experience.

Applicants must be currently authorized to work in the United States at the time of employment.

Date Available: immediately

Equal Employment Opportunity: Kansas State University is an Equal Opportunity Employer of individuals with disabilities and protected veterans and actively seeks diversity among its employees. Follow the link below to find out more. "EEO is the Law" Poster.

Kansas State University actively seeks candidates whose commitments and contributions will advance the University's commitment to The Principles of Community which can be found at https://www.k-state.edu/about/community.html

Background Screening Statement: In connection with your application for employment, Kansas State University may procure a Background Screen on you as part of the process of considering your candidacy as an employee. Kansas State University complies with the requirements of the Fair Credit Reporting Act.